



April 9, 2025

## **Restoration Community of Practice (CoP) Coordinator (Temporary 12-month term with possible extension)**

The Society for Ecosystem Restoration in Northern British Columbia (SERNbc) through its collaborative, multi-organizational team that includes the Habitat Conservation Trust Foundation, the Fish and Wildlife Compensation Program, the Pacific Salmon Foundation, and the BC Wildlife Federation (the organizing team) is seeking a coordinator to build its capacity and help deliver its Northern Restoration Community of Practice Terms of Reference (ToR):

Vision: A supported community of people interested in the effective delivery of ecosystem restoration actions.

Objective: Build restoration practitioner efficacy and capacity through improved knowledge sharing, communication and collaboration. A practitioner is anyone interested in the delivery of a restoration project and may include professionals, academics, authorities, First Nations, stakeholders, funders, partners, governmental and non-governmental individuals.

### **Position Overview**

There is currently 1 full-time temporary (12 month) position available, based in Northern BC. Some travel (3-5 days per month) may be required for meetings.

This position is desired to continue past 12 months, however, this will depend on both funding availability and satisfactory performance. The position provides an opportunity to be creative and connected to restoration delivery throughout northern BC. The person is passionate about connecting people, is self-motivated, flexible, has a high level of initiative, good judgement, and is comfortable working with people from all backgrounds.

### **Structure**

SERNbc hires through negotiated contract after a successful interview process. We're looking for an experienced professional and wages will be reflective of skills and experience.

### **Responsibilities and Key Activities**

Reporting to the organizing team, the successful applicant will:

- Develop a one-year work plan that is reviewed and confirmed by the organizing committee. A review of existing CoP documentation and deliverables will help form the work plan.
- Become familiar with all aspects of the work and concepts completed to date including the June 2024 CoP workshop launch, the CoP next steps proposal, and the CoP Hub survey and report. These will be made available upon request.
- Identify any budgetary items necessary (outside of their salary) to support development and delivery of the CoP structure. This may include website structural changes, expenses for

travel, or expenses for CoP regional or subject matter meetings. Project funding requests will flow through the organizing committee for approval.

- Provide leadership and guidance to web developers in the creation of a CoP hub. Some investigation into this work has already occurred and is available.
- Where identified gaps exist, assist with the establishment of regional and subject matter expert groups by identifying the people involved, providing connection and facilitation and standing agenda items for regular and meaningful discussion aimed at solving issues. Providing connection to the organizing team is also an important function.
- With support of the broader network, initiate templates and consider development of project Best Management Practices.
- Consider performance measurement of the CoP and how to sustain ongoing engagement.
- Other tasks that may relate to CoP engagement including assisting with webinars or zoom meetings for CoP partners or participants, preparing or contributing to presentation materials and communications, organizing meetings and calls, preparing minutes and actions, and summarizing progress in a timecard and progress report format for monthly invoicing.

#### **Deliverables:**

1. Synthesize the current state of the restoration community in terms of organized communities of practice in BC.
  - a. This involves building your network and connections to other organizations, communities and practitioners.
  - b. Assemble status of active regional relevant processes, committees, management plans, and action plans, that link to and prioritize restoration outcomes in Northern BC. Prepare an overview document, that summarizes these activities for opportunities and strengths to engage and prioritize restoration in Northern BC; linked with key individuals and organizations leading the work.
2. Identify gaps in the current state of knowledge and resources for restoration practitioners.
3. Begin to establish Northern BC CoP structure as per the Northern Restoration Community of Practice ToR by organizing and facilitating two or more virtual or face to face community of practice workshops/meetings.
  - a. This includes identifying agendas, participants, scheduling, and other items as required.

#### **Qualifications and Skills**

##### **Required**

- Post-secondary education in a natural resource field. Preference for candidates with graduate degrees, or a bachelor's degree with at least 3 years of project development and delivery experience.
- Demonstrated experience and ability working in a collaborative environment with First Nations, government, and other stakeholders to deliver natural resource projects.
- Proficiency using Microsoft Office Suite.
- An understanding of conservation issues in B.C., particularly related to northern BC and ecosystem restoration.



- Experience, comfort and desire to work in team environments.
- Excellent verbal and written communication skills.
- Possesses creativity, flexibility, and good judgment.
- Must hold a class 5 BC driver's license.

#### **Assets**

- Familiar with ESRI GIS products, and other digital literacy tools and products.
- Navigating online resources including web-based research, database queries, and online applications including web-maps, and government, non-profit and/or academic database and publication sites.
- Familiarity with the structure and operation of non-profit societies would be an asset.

#### **Application**

Application requirements include both a cover letter and resume sent to [program\\_coordinator@sernbc.ca](mailto:program_coordinator@sernbc.ca) no later than **4:00 pm, May 9, 2025**. Candidates selected for advancement through the hiring process will be notified of their application status during the competition. For questions about this position please contact John DeGagne at 250 570-0646.