

Position Description

Assistant Regional Manager, Cariboo-Chilcotin

Position Term: January 2019 – March 2020, part-time 0.6 FTE (opportunity may exist to grow into a full time, permanent position, dependent on funding sources and performance)

Salary Range: Commensurate with experience

The Assistant Regional Manager supports programs of the Fraser Basin Council (FBC) in FBC's Cariboo-Chilcotin region, which includes all communities and electoral areas within the Cariboo Regional District.

Summary of Essential Job Functions and Duties

Reporting to the Regional Manager, Cariboo-Chilcotin, this position helps advance in the region FBC's sustainability vision – *social well-being supported by a vibrant economy and sustained by a healthy environment* – in a manner consistent with the Charter for Sustainability and in support of the FBC Strategic Plan.

The primary functions of the position are to: 1) work in FBC's regional office in Williams Lake to advance regional projects and services; and 2) liaise with other FBC staff to coordinate and support implementation of BC-wide programs and projects in the Cariboo-Chilcotin region.

Specific duties are as follows:

- Raise awareness of FBC, its mandate and activities among key target audiences in the region
- Maintain a current understanding of key issues and opportunities in the region that are relevant to FBC's mandate
- Identify and develop regional project and service delivery opportunities; confirm funding needs and identify potential funding sources; participate in or lead the preparation and submission of funding proposals
- Produce and provide input to communications products such as website updates and publications
- Coordinate delivery of regional projects and services through activities such as:
 - Assisting in delivery of the First Nations Climate Leadership Program, an ongoing initiative to assist First Nations communities in the Cariboo Chilcotin explore options to reduce carbon outputs and/or sequester or store carbon in innovative ways
 - Designing, promoting, convening and impartially facilitating collaborative meetings, workshops and other events

- Producing and disseminating discussion summaries, meeting minutes and records of discussion
- Facilitating connections and collaboration among organizations and interests pursuing common sustainability-related goals in the region and beyond
- Ensuring projects and services are delivered on time and on budget
- Providing timely reports both internally and to funders.

Qualifications – Education and Experience

- A minimum of two years' experience in 1) leading or supporting multi-interest collaborative processes and 2) developing, seeking funding for and coordinating sustainability-related projects
- Post-secondary education and/or equivalent experience in one or more of the following areas: sustainability; stakeholder engagement and multi-interest facilitation; environmental planning; watershed management; business; community and/or regional economic development; land use planning; natural resource management; education; aboriginal affairs and or public policy
- Existing regional connections (e.g., government agencies, First Nations, media, business, not-for-profit organizations, youth, visible minorities)
- Familiarity with Cariboo-Chilcotin regional issues and opportunities, as well as good relationships with key private, public and civil society interests in the region (an asset)

Skills and Aptitude

- Well-developed interpersonal and written/oral communication skills, including public speaking
- Tact, diplomacy and comfort serving as an impartial/non-positional facilitator
- Ability to work independently and also as a member of a multi-disciplinary team
- Multi-task management
- Project and financial management
- Computer literacy (word processing, spreadsheets, presentation tools, contact managers, internet and social media)
- Willingness to work flexible hours and travel around the Cariboo-Chilcotin region
- Class 5 driver's licence at minimum

How to Apply

Please email a cover letter and resume by **Friday, January 25, 2018 (3 pm)** to:

Jane Wellburn, Regional Manager, Cariboo-Chilcotin
 Fraser Basin Council
 E: jwellburn@fraserbasin.bc.ca

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