



Indigenous Coastal Waters Stewardship Society

Position:	General Manager
Reports to:	Indigenous Coastal Waters Stewardship Society (ICWSS) Board of Directors
Term:	Temporary Term Position with option of Full Time Permanent Position
Salary:	\$75K-85K plus benefits, based upon experience and qualifications.
Location:	Vancouver or Victoria (remote)

Summary of Position

Temporary Term position to start immediately, for a maximum of four months.

(15TH February 2024 to 15th July 2024)

At the time of the ICWSS AGM, this position will be reviewed by the incoming permanent ICWSS Board, and adjustments may be made. The start date will be ASAP, the performance will be assessed on the current criteria, understanding that the incoming ICWSS Permanent Board may make changes.

As of the Appointment of the Permanent Standing Board of ICWSS on the 9th of May 2024 the New ICWSS permanent Board will review the job Description and performance to date and adjust as they see fit. Should the incoming ICWSS Permanent Board chose to make significant changes including terminating the Term a payment equivalent to one months additional pay will be provided.

At the time of the Annual General Meeting, the incoming Permanent ICWSS Board of Directors, will set out their own criteria for this job, and the work will be assessed against the Criteria set by the incoming Board.

After review of performance, against these critiera:

The ICWSS Manager is responsible the organizational development and overall management of ICWSS. The Manager is accountable to the Board for all her/his/their staff/contractors conduct and progress on the strategic plan and ICWSS vision. The purpose of ICWSS, established in 2023, is to support First Nations marine sustainable stewardship capacity within the Salish Sea and the West Coast Vancouver Island waters, and ancestral territories, working together as one for the benefit of member Nations and future generations, in accordance with our values (two eyed seeing, working together as one, stewardship, and advocacy).

As the ICWSS Manager your priorities are to:

- Recruit and effectively manage key staff/contractors (including a Designated Administrator/Investment Advisor, Communications Coordinator, and Partnership Advisor),
- Work with and support development of a wide variety of strategic partners in the public and private sector that support realizing progress on the Strategic Plan, and ensure ICWSS sustainability,
- Ensure the development and adherence of HR, Financial Management Policies, and overall organizational development, and
- Support the Board to practice good governance.



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What We Offer

- The salary for this position is \$75K - \$85K per year, dependent upon qualifications,
- Two (2) weeks of vacation as well as two (2) weeks of vacation at Christmas time (with the latter being subject to annual board approval),
- Benefits,
- Respectful work environment with a stellar work-life balance,
- 35-hour working week, and
- The opportunity to work-from-home.

Manager Responsibilities

Organizational Development

- Overseeing day-to-day operations to effectively advance progress on performance goals, in accordance with ICWSS values, policies, agreements, and applicable legislation,
- Developing, implementing, and maintaining the annual plan, budget, and risk mitigation, in accordance with the Strategic Plan, and relevant agreements,
- Attending regular meetings with the Board of Directors and support their work by assisting with drafting recommended agendas, briefings, reports, and minutes that ensure progress on the Strategic Plan and support good governance, and
- Regularly liaising with ICWSS strategic partners, member, and eligible First Nations.

Staff Management and Programs

- Responsible for all aspects of staff management, including but not limited to, hiring/contracting, orientating, training, coaching, developing, and managing their performance,
- Meeting with your team (staff/contractors) weekly and monthly to ensure effective communication, direction, and reporting,
- Ensuring proper supervision of staff to always ensure adherence to policies that maintains a safe, professional, healthy work environment.

Requirements

- Completed Bachelor's Degree in relevant area technical area (e.g. business administration, commerce, or a similar degree),
- Minimum of 5 years of management experience, preferably within a First Nations environment and demonstrating indigenous cultural competency, and in a position that controls and manages substantial assets,
- Strategic and long-range planning skills, coupled with experience in management, organizational development/governance,



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- **Excellent communication skills, both written and verbal, as well as strong organizational and timekeeping abilities,**
- **Preference will be given to persons who have a working knowledge of and respect for Indigenous coastal stewardship, and**
- **Strong leadership, rights holders, and stakeholder management skills, with the ability to diplomatically support advancing reconciliation using UNDRIP.**

Conditions of Employment

- **This is a full-time, permanent position, working remotely during regular work hours, and regularly supporting Board meetings (weeknights and weekends), with some travel required for quarterly and annual member Nation's meetings.**