



## **CONTRACT OPPORTUNITY:**

### **Community Outreach and Relationship Specialist**

Closing date: January 11, 2021, 23:59 Pacific Time

#### **INTENT**

The purpose of this call for expressions of interest (EOI) is to offer one full-time contract opportunity for a dedicated resource to support the work of the Marine Shipping Subcommittee, which is part of the Indigenous Advisory and Monitoring Committee for the Trans Mountain Expansion Project (IAMC-TMX). The successful candidate will be offered an initial contract, for a specified duration, to March 31, 2021. The contract may be extended to March 31, 2022, depending on future decisions of the IAMC and the performance of the contractor. The successful candidate will be subject to a probationary period. The position will be based on Vancouver Island.

#### **HOW TO APPLY**

Please send the following via email to [nrcan.tmxcommittee-comitetmx.nrcan@canada.ca](mailto:nrcan.tmxcommittee-comitetmx.nrcan@canada.ca) with a copy to [caucusdirector@iamc-tmx.com](mailto:caucusdirector@iamc-tmx.com)

1. Your Resume/CV
2. An Expression of Interest (EOI) that:
  - a. Clearly outlines how you meet each qualification category as listed below (please use each qualifications category as a heading and provide clear and specific examples, with dates and locations, of how you meet the qualification);
  - b. Discloses any current or past work experience (direct or indirect) with the Trans Mountain Expansion Project, Kinder Morgan, Trans Mountain Corporation, and/or its contractors (seeking any conflict of interest!)

Acknowledgment of receipt of applications will not be sent. An interview will be administered and references will be requested and checked.

#### **About the IAMC-TMX:**

The Indigenous Advisory and Monitoring Committee for the Trans Mountain Expansion Project (IAMC- TMX or "the Committee") is intended to form the basis of a new relationship between Indigenous communities, the Government of Canada and federal regulators. Read the Terms of Reference and find out more about the Committee at <http://www.iamc-tmx.com>.

One of the Committee's objectives is to integrate Indigenous knowledge, values, and perspectives into the Marine Shipping components specific to shipping traffic risks associated the Trans Mountain Expansion Project.

### **About the MSSC:**

The Marine Shipping Subcommittee focuses on key concerns around marine shipping and related traffic, anchorage and operational spills and is committed to protecting our coastal waters. The subcommittee has 21 members, including representatives from 17 First Nations and 4 federal departments that operate in the marine space. Recently, the subcommittee has turned its attention to communicating with affected marine communities with the intention of: strengthening communication with Indigenous communities; determining how marine communities would like to participate on the Marine Shipping Subcommittee and in IAMC-TMX activities; and understand communities' concerns regarding monitoring of marine shipping and emergency management.

### **RESPONSIBILTIES**

The position will support the Marine Shipping Subcommittees priorities of engagement and analysis and would include:

- Communication and outreach with the 33 marine communities in a way that builds on the lessons learned from the IAMC-TMX Engagement Pilot Project
- Community meeting facilitation, including articulating community needs back to the MSSC
- Conducting an environmental scan, with input from federal departments and Indigenous groups
- Supporting a path forward on IAMC involvement in TMX-related marine shipping, taking into account TMX accommodation measures and other federal programs and marine shipping frameworks in place in the Salish Sea in order to enhance effectiveness.
- Developing recommendations for the MSSC 2021-2022 work plan and budget, including options to develop a pilot program
- Regular reporting and engagement with the MSSC on activities, challenges, results and recommendations.
- In collaboration with the Grants and Contributions Team, support community outreach for the purpose of providing funding opportunities to the 33 marine based Indigenous Nations in support of relevant projects that meet the eligibility criteria of the MSSC and IAMC-TMX.
- In collaboration with the IAMC-TMX secretariat, support the planning and execution of various regional session within the 33 Marine based Indigenous Nations.
- Administrative responsibilities (i.e. Power Point/Presentation Development, Agenda preparation, minute and action item creation)

## **ESSENTIAL QUALIFICATIONS**

In order to be considered, your EOI submission must clearly explain how you meet the following qualifications.

### **Education**

- Graduation with a degree from a recognized post-secondary institution or an acceptable equivalent of education and experience

### **Experience**

- Significant and recent (within the last ten years) experience with Indigenous outreach, project management and administration, including logistics, scheduling, tracking, planning, evaluation, and reporting
- The understanding of and specific understanding of Indigenous Protocols related to the Marine and Coastal Based Communities
- Relevant and current experience/networking with all or some of the 33 marine based Indigenous Nations (please attach a list of marine based Nations that you have worked with in the past including relevant references)
- Ability to develop electronic presentations and similar visual aids to support presentations and session facilitation
- Experience collaborating with internal and external partners, including Indigenous communities, government departments, regulators, and/or industry

### **Knowledge**

- Familiarity with the customs and protocols of the 33 marine based Indigenous Nations that are impacted by the Trans Mountain Expansion Project (TMEP)

### **Abilities / Competencies**

- Effective oral communication
- Effective written communication
- Understanding of Indigenous Cultural Teachings
- Experience working within the relevant political environment

## **OPERATIONAL REQUIREMENTS**

- Willing and able to be flexible in work schedules including evenings and weekends.
- Willing and able to travel within Western Canada and beyond
- Holds a valid driver license and has access to an operable/safe vehicle

- Functional and competent in all relevant aspects of computer and software systems
- Self-sufficient and functional for stand-alone service delivery with a home based office as needed

### **CONDITIONS OF CONTRACT SERVICES**

- Must carry General Liability Insurance Coverage
- Possession of valid driver's license

### **Contract Rate Offering**

The successful contractor will be offered an initial service contract ending March 31, 2021, with a contract rate of up-to \$80/hour based on an 8 hour workday. The contract may be extended to March 31, 2022.

### **CONTACT INFORMATION**

Please send applications to the E-mails noted above. For any questions please contact Dean Cherkas, [caucusdirector@iamc-tmx.com](mailto:caucusdirector@iamc-tmx.com), cell: 403-652-9798