

Job Title:	Regional Coordinator	Wage Type:	9 month contract
Employment Status:	Full-time Fixed-term Contractor	Hours Per Week:	40 hours/week
Reports to:	Contract will report to National Coordinator	Effective Date:	November/December 2018
Location:	Regional Working Group Office	Rate:	\$45K* (salary/time equivalence of \$60,000 annually) *benefits and vacation allowance are built into salary, and not paid additionally.

OCEAN LITERACY COALITION

The Canadian Ocean Literacy Coalition (COLC) is a cluster of many diverse organizations, networks, institutions, and individuals across Canada who are coming together to leverage the strengths of all members to create greater impact in advancing ocean literacy (OL) in Canada and globally. Through a full-time National Coordinator, Advisory Council, and regional working groups (RWG), the COLC is establishing the framework through which a national ocean literacy strategy will be developed.

ROLE OVERVIEW

The Regional Coordinator serves as the dedicated full-time staff to oversee and manage the collective efforts of the RWG in a particular region. The Regional Coordinator is responsible for formally establishing the RWG and ensuring that the following key responsibilities are met:

- To assemble the RWG members regularly in a meaningful way to ensure active engagement that is representative of the regional diversity;
- To ensure that the RWG is comprised of a minimum of seven individuals with a minimum of one representative from each of the seven identified sectors, including: 1) Government; 2) Academia & Research; 3) NGO & Advocacy; 4) Education & Youth; 5) Industry; 6) Cultural Heritage; and 7) Media;
- To ensure that each sector represented on the RWG consults widely and identifies a minimum of three other leaders from that sector to serve on a sub-committee or as expert advisors / reviewers (a minimum total of 21 people must be actively involved in the RWG efforts);
- To design and facilitate broad and diverse regional consultations that engage and include input from a minimum of 75 stakeholders for each sector, for a minimum total of 525 regional participants (e.g., hosting multiple town halls across the region, conducting an online survey, leading participatory workshops, etc.);
- To develop and implement a plan with the RWG to gather input and data from the region, and use this information to:
 - complete an asset mapping exercise that identifies a) what organizations in the

- region are affecting OL, b) how they are affecting it (intentionally or unintentionally), and c) what demographic group they are affecting;
- conduct a gaps and opportunities analysis for ocean literacy in the region, as well as an analysis of the barriers and motivations to ocean-positive behaviours in the region;
- analyze existing regional, provincial/territorial, and municipal policies, frameworks, strategies, and/or events for co-alignment and integration opportunities;
- identify strategic opportunities regionally to foster a stronger connection with the ocean in Canada's national identity;
- To report to the National Coordinator regularly via a monthly conference call and more informally, on an ongoing basis / as needed;
- To keep and regularly update RWG documents on the COLC 'Member Hub', allowing other RWGs to share effective practices, models, approaches, etc.
- To provide a summary report and set of recommendations, including implementation plan(s), to the National Coordinator for **August/September 2019 (9-month period - Nov/Dec 2018 start)** to be synthesized into a national strategy; and
- To review and provide input to the draft Canadian Ocean Literacy Strategy.

Minimum Qualifications:

- At least 2-3 years of experience supporting the administration and/or facilitation of a large regional or national project involving high community and partner engagement
- Significant communications experience; demonstrated relationship-building experience
- Significant experience in strategic planning and report writing
- Undergraduate degree in conservation, science, social sciences, or communications

Required Skills:

- Excellent relationship building and collaboration skills
- Excellent written, oral communication, and presentation skills
- Excellent project and team management skills
- Ability to work independently and be self-initiating
- Detail-oriented and accurate in execution, ability to work well under pressure
- Ability to multi-task while maintaining high standards of accuracy and quality
- Superior organizational ability and time management skills

Preferred Skills:

- Bilingual in French and English
- Valid Canadian driver's license
- Experience developing / facilitating public consultation workshops considered a strong asset

Working Conditions:

- Regional Coordinators will be provided with dedicated in-kind office space from a COLC member in the region

**Interested candidates are to send an expression of interest and CV to Sarah MacNeil,
Canadian Ocean Literacy Coalition, at: Admin@COLCoalition.ca by November 15th, 2018.**