



The Marine Life Sanctuaries Society of BC (MLSS) has been working for over 30 years to protect local marine life in Átl'ka7tsem/Howe Sound and throughout the province. We work collaboratively with First Nations, local, regional and federal governments, the diving community, university researchers, Underwater Council of British Columbia (UCBC), Howe Sound Biosphere Reserve Initiative team, Átl'ka7tsem/Howe Sound Marine Stewardship Initiative and more. We have projects including:

- Education and Outreach: workshops, presentations, social media, socials
- Citizen Science: monitoring and collection of data on underwater species including rockfish and lingcod
- Collaboration: with like minded organizations where marine protection goals align
- Protection: providing information and advocacy for protection of sensitive marine areas

Join our dynamic team and make a meaningful impact on MLSS projects and conservation initiatives! We are currently seeking a dedicated Project Coordinator to collaborate with project leads on our Citizen Science, Education and Outreach endeavors. This temporary, part-time contract position is funded until March 2026, with the possibility of increased hours and contract extension. We value diversity and emphasize respect for individuals of all backgrounds.

If you are a friendly, outgoing, and passionate individual with a love for the marine environment, possess excellent communication skills, attention to detail, critical thinking abilities, and problem-solving skills, we encourage you to apply. The position reports to the Project Director and Board of Directors and is set to commence in early March 2024. We look forward to welcoming a team player who can also work independently, and shares our commitment to marine conservation.

Payment: commensurate on experience; starting at \$28/hr. This is a Contract position.

Hours: average 10-15 hours per week, with some flexibility for the right candidate.

#### Project Coordinator Duties

- Support the Lingcod Egg Mass Survey (LEMS) lead
- Coordinate volunteers for MLSS citizen science events
- Organize workshops and social events
- Grant writing and reporting
- Data compilation, analysis and reporting
- Image database management
- Attendance at stakeholder and board meetings
- Budget management
- Assist in the development of powerpoint presentations
- Liaise with volunteer Board of Directors

Education:

- Minimum BSc. education in marine sciences, and/or equivalent in experience

Mandatory:

- Ability to legally work in Canada
- Drivers license
- Access to a vehicle
- Flexible work schedule
- Time management skills
- Resides in, or is familiar with the Átl'ka7tsem/Howe Sound region
- Familiarity with Microsoft Office (Word, Excel, Powerpoint)
- Technical writing experience

Assets:

- Experience working with Nonprofits, volunteers and volunteer board of directors
- Familiarity with Google Workspace
- Video editing using Premiere or similar platform
- Understanding of Mechanisms for Marine Protection
- Willingness to learn about multi-stakeholder processes
- Familiarity with First Nations Rights and title
- Digital creator
- GIS skills such as ArcGIS and Survey 123
- Scuba training and experience
- Boating experience and training
- Knowledgeable in marine Species Identification

References Required

Closing date February 26<sup>th</sup> 2024

Applications to be submitted by email: [hiring@mlssbc.com](mailto: hiring@mlssbc.com)