



Wuikinuxv Nation
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www.wuikinuxv.net

Job Description

Job title	<i>Marine Planner</i>
Reports to	<i>Wuikinuxv Marine Manager</i>
Compensation	<i>\$65,000-\$75,000 depending on experience</i>
Benefits	<i>Vacation pay, medical benefits, pension plan matching program</i>
Job Type	<i>Full Time, 35 hrs/week</i>

Job purpose

The Wuikinuxv Marine Planner works with current Marine Program employees to carry out the Wuikinuxv Marine Use Plan, including supporting the establishment and implementation of marine protected areas within Wuikinuxv territory. The Planner will represent the Wuikinuxv Nation at marine planning tables related to the development of marine protection within the Wuikinuxv Territory. This position will also oversee the coordination of a diversity of ongoing marine-related projects including the organization of workshops, meetings, fieldwork, training, and equipment acquisition as well as managing projects.

Duties and responsibilities

The primary job duties and responsibilities of the Marine Planner are listed below. However, specific job duties and responsibilities are not limited to this list. The Wuikinuxv Stewardship Office encourages all our employees to take initiative, and the Wuikinuxv Nation reserves the right to vary or assign additional job duties in accordance with our changing needs.

The **primary duties** of the *Marine Planner* will be but are not limited to:

- Represent Wuikinuxv's marine stewardship priorities at ongoing co-governance meetings surrounding marine protection, conservation, response, and stewardship
- Work with Wuikinuxv community members, staff, and leadership to develop and implement plans for marine stewardship
- Organize and track content of marine planning meetings to report back to community members, leadership, and Stewardship staff
- Collaborate and communicate with other Central Coast Nations, the Federal Government and Provincial Government on co-governance marine files professionally and respectfully

- Contribute to the development of Wuikinuxv policies, regulations, and marine monitoring in relation to marine protection and stewardship
- Managing projects related to the position's marine files including defining project scope, executing, monitoring, and leading the project to achieve desired goals, communicating with stakeholders, managing resources, meeting deadlines, and overseeing budgets
- Helping with the coordinating of marine program workshops, events, and training opportunities including booking event venues, ordering specialized equipment, corresponding with contractors, and arranging participant travel and accommodation
- Monitor and document project workflow and progress, and track project costs
- Organize and communicate project details to project managers, stakeholders, contractors, and the community
- Collaborate across Wuikinuxv Nation Office departments to ensure that language, culture, health, and education are adequately considered and included in various marine project work when and where appropriate

Qualifications

Minimum qualifications include:

- 3-5 years of experience in a similar role relating to marine planning, ecosystem management, marine governance, biology, or a related field
- Sufficient knowledge and expertise relating to the role acquired through a degree program, Indigenous knowledge systems, or working experience
- Committed to the protection, restoration, and stewardship of Wuikinuxv's marine territory
- Motivated to build an understanding of Wuikinuxv's marine-related work including but not limited to marine governance, ecology, planning, shipping, transportation, safety, emergency response, and monitoring
- Safety awareness and ability to manage and reduce risks and conflict
- Proficient computer skills, including familiarity with Microsoft Word, Power Point, Excel, Zoom, and Google Drive
- Person Characteristics:
 - Highly organized
 - Strong problem solving and analytical skills
 - Strong reading and writing skills
 - Respectful
 - Excellent communicator
 - Highly attentive to detail
 - Ability to work within and meet deadlines
 - Willingness to learn and grow within the position
 - Ability to get along with others and work well within a team

Desired qualifications and characteristics:

- Experience working with Indigenous communities and people
- Experience communicating with stakeholders, project partners, and local communities
- Familiarity with Wuikinuxv marine territory, culture, and language
- Good financial literacy and judgement

- Prior experience with marine governance, conservation, planning, or fieldwork
- Certifications: Small Vessel Operator Proficiency; Marine Emergency Duties; Radio Operator Proficiency; and Marine Basic First Aid, WHMIS or other field-related certifications (or willingness to obtain)
- Previous experience working within a hybrid (remote and in person) work environment
- Experience with small boats and marine safety procedures
- Comfortable working on and around water

Working conditions

This position is **primarily office based**, however there will likely be **fieldwork opportunities** periodically. For fieldwork purposes candidates should be in good physical health and fitness and be comfortable travelling on a vessel and working in variable weather conditions. The position will work from the **Wuikinuxv Administration Office** in the community and **from a home office** if working from outside of the community. The regular hours of employment are Monday to Friday 8:30am to 4:30pm, with an unpaid lunch break from 12 noon to 1:00 pm, totalling a workday of 7 hours. Work may involve travel and attendance of meetings outside of these regular work hours. If the candidate is not based in the community, semi-regular visits to Wuikinuxv Territory are necessary. Travel may also include **overnight trips** to Vancouver, Victoria, Port Hardy, or other communities on Vancouver Island and the Central Coast to participate in marine events, meetings, fieldwork, training, and engagements.

Application Details and Dates

To Apply: Interested candidates should submit a resume and cover letter outlining their qualifications, experience, and interest in the role to alana_closs@wuikinuxv.net
In the subject line include: **“Marine Planner: < Your Name>”**

Tentative Start Date: June 2025

Application Closing Date: May 12th, 2025 or until filled