

**Bathurst Caribou Advisory Committee & Caribou Guardians Coalition
Contract Posting (November 2023)**

Position: Executive Director, Contract Position

Location: Yellowknife (alternatives may be considered, but preference will be given to northern, Indigenous hires)

Position Type: 30 hours/week

Timeline: Contract ends March 2026, with possibility of extension

Application Deadline: January 12, 2024

About the Bathurst Caribou Advisory Committee (BCAC) and the Caribou Guardians Coalition (CGC):

The Bathurst Caribou Advisory Committee advises on the management of the Bathurst Caribou herd and its habitat to ensure the long-term sustainability of the herd. The Advisory Committee oversaw the development of the Bathurst Caribou Range Plan and Bathurst Caribou Management Plan that sets the context for management decisions related to the herd. The Advisory Committee (BCAC) meets annually to discuss the status of the Bathurst herd and to make recommendations for management actions. It also oversees work on habitat conservation and shares common membership with the CGC that has established the following vision:

“Current and future generations of Caribou People working together to guard and respect caribou and the land they need to thrive.”

The CGC members support one another by sharing resources, lessons learned, and teachings around guardianship, management, habitat conservation and communication. The CGC is a central coordination and communication network supporting teaching, learning, sharing, fund-raising, and administration efficiencies for Indigenous partners across the range of the Bathurst caribou herd. The Terms of Reference (ToR), and Operational Plan for the CGC and BCAC are now ready for implementation with the support of a contracted Executive Director.

Responsibilities:

- Oversee the implementation of the BCAC and the CGC as per their ToR in a manner that is both cost and time-efficient;
- Oversee the implementation of the BCAC and CGC Operational Plans, host and facilitate workshops and Annual Knowledge Sharing Gatherings;
- Oversee caribou habitat conservation activities, pending additional funding sources;
- Take direction from BCAC and CGC members;
- Oversee and manage contract staff, including supervising a CGC communications coordinator;
- Manage and report on budgets to ensure fiscal accountability;
- Seek long-term and ongoing funding opportunities to ensure sustainability;

- Communicate and report regularly to CGC members, BCAC members, Indigenous governments and Indigenous organizations, and the WRRB;
- Communicate and report regularly to fundings agencies (e.g. ICCE);
- Communicate and connect with northern Indigenous leaders and community members;
- Facilitate meetings, workshops and on-the-land gatherings;
- Manage large projects and budgets in keeping with current and future grants / funding requirements; and
- Secure long-term funding, including raising funds for / find contributions-in-kind an office space.

Required skills:

- Demonstrated leadership experience
- Experience working, communicating, and connecting with northern Indigenous leaders and community members
- Strong communication, interpersonal, and supervisory skills
- Ability to speak to media
- Project management skills
- Fiscal management, reporting, accountability, and fundraising capabilities
- Strong conflict resolution skills
- Knowledge of and experience with caribou
- Ability to work independently/remotely (must have internet connection and space to work remotely)

Preferred: Experience working with Indigenous Guardian Programs, monitoring initiatives, caribou, Indigenous knowledge, and Elder and youth programs will be strong assets.

Application Instructions: Please send a resume, cover letter, and references describing your qualifications and skills to hiring@caribouguardians.ca with the subject line “Executive Director Application”.

Deadline: January 12, 2024. Preference will be given to northern Indigenous hires.