

# Indigenous Ocean Ecosystem Navigator

Ocean Startup Project & South Island Prosperity Partnership

*Pursuant to Section 42 of the BC Human Rights code, preference will be given to members of the following designated groups: Indigenous peoples.*

**Term:** Full-time Contract until March 31, 2023 with possibility of renewal

**Location:** Based in Victoria, BC with travel throughout BC and Canada

## Compensation:

- Commensurate with experience
- Entitled to standard benefits package (including extended medical coverage) administered by COAST

## Position Summary

Coastal First Nations have a unique relationship with the ocean, through the deep and cultural, historic, and spiritual understanding of the natural world. Their ways of knowing combined with innovative solutions could assist in addressing many of the unhealthy challenges our marine environments now face.

The Indigenous Ocean Ecosystem Navigator (the Navigator) will play a key role in our listening and learning along with the planning, coordination and implementation of high caliber programs, events and competitions surrounding the Ocean Startup Project (OSP) and the South Island Prosperity Partnership's (SIPP) initiative the Centre for Ocean Applied Sustainable Technologies (COAST).

The Navigator will conduct outreach across BC and other parts of Canada and meet with current and potential entrepreneurs, partners and others in the ecosystem to raise awareness of opportunities and to connect very early stage entrepreneurs to programs and advisors. To ensure existing networks with First Nations and Indigenous communities connect with blue economy opportunities, the Navigator will also act as a collaborator, working closely with partners to connect them to OSP and COAST opportunities.

## Specific Accountabilities

- Liaise with First Nations, Indigenous Communities, and Indigenous relations leads in relevant businesses, governments and organizations on OSP and COAST priorities.
- Act as an interagency collaborator, working closely with OSP and COAST partners to connect them to OSP and COAST opportunities.
- Assist OSP, COAST and partners with attaining a better understanding of how to inspire, initiate and invest in Indigenous Entrepreneurs.
- Promote awareness for the ocean innovation space and attract more early stage entrepreneurs into the ecosystem, with a strong focus on BC and Vancouver Island.
- Act as an ambassador at all times by promoting OSP and COAST's values, missions and initiatives and assisting entrepreneurs, potential and/or client companies with questions or concerns.
- As part of a team, assist with planning and coordinating programs, training, events and competitions for the OSP and COAST, including:
  - Coordinate logistics for competitions, including managing entrant and attendee lists; preparing invitations, name tags and other materials
  - Work with SIPP and OSP bookkeepers to ensure activities stay within budget; process

- expenditures and related transactions and help with program development and review.
- Schedule and organize meetings and maintain agendas.
- Use various web-based tools to extract relevant information and update internal databases.
- Help track support for clients and their progress against milestones.
- Evaluate all activities and events in accordance with Ocean Startup Project and partner requirements.
- Conduct outreach generally and meet with current and potential clients, partners and others in the ecosystem to evaluate opportunities and provide support.
- Assist with various activities related to OSP and COAST
- Work with collaborating partners, OSP and COAST to promote and deliver consistently high caliber and meaningful programs and events.
- Meet with and listen to Indigenous communities and help develop a strong understanding of what supports, barriers, needs and objectives are for prospective Indigenous ocean entrepreneurs.
- Attend networking events for the start-up ecosystem and ocean technology companies.
- Identify opportunities for improved programming and start-up growth.
- Maintain statistics, pipeline data and report on initiatives related to the role as required by management.
- Support First Nations communities and Indigenous entrepreneurs with the identification of business opportunities and the development of initial business plans.
- Help build positive relationships with the OSP team, COAST and collaborative partners and with external parties.

*Although largely captured in this job description, the duties in this position might change from time to time.*

### **Authority**

This position reports to the Executive Director of the Ocean Startup Project and the CEO of the South Island Prosperity Partnership.

### **Job Specifications**

#### ***Education & Experience***

- Experience in business development and communications, normally acquired through relevant post-secondary education and/or combined experience and training
- Related experience working with Indigenous communities, in a start-up environment, ocean /marine environment, community building, or business development
- Experience working with diverse stakeholders and managing relationships across organizations

#### ***Technical / Job Specific Knowledge***

- Knowledge of Indigenous history, tradition, relationship to the ocean
- Knowledge of Indigenous cultural protocols
- Ability to listen, understand and respond
- Knowledge of entrepreneurial programs and services provided to Indigenous Communities
- Knowledge of various funding agencies and funding criteria
- Excellent communication skills, written and oral
- Ability to multitask, keep organized, develop work plans and ensure accountability including writing reports
- Ability to self-manage with flexibility, initiation and reflection

- Social awareness on issues including impact and influence
- Available to work flexible hours

This role requires a driver's license (Class 7, 5 or better) and access to a vehicle.

### ***Behavior Competencies***

#### *Accountability*

Follows up on commitments to ensure expectations have been met; Accepts responsibility for all actions; Puts in the hours to get the work done; Takes ownership to get work done without always needing direction; Informs manager of issues as soon as they come up.

#### *Communication*

Shares good ideas right away; Shares information so others aren't surprised by things that impact them; Asks others what information they require to be kept in the loop; Reviews all documents, including emails, for accuracy prior to sending; Prepares case for persuading others based on evidence and facts; Asks targeted questions of others to learn their priorities and critical issues.

#### *Judgment/Decision Making*

Provides alternative solutions, including a specific recommendation, when bringing issues to their supervisor; Looks for a precedent to an existing issue to learn from that situation; Takes steps to mitigate risks as soon as they are identified; Examines the full context of an issue before making a decision; Seeks a variety of opinions to make the best decision; Thinks about the reasons for a decision to improve the outcome; Acts quickly to address client needs.

#### *Relationship Building*

Deals directly with the person with whom they are in conflict; Responds promptly to others after being contacted; Steps in to help when employees are unavailable; Puts aside personal feelings about coworkers to collaborate with them and focus on the Ocean Startup Project needs; Keeps manager informed of facts they need to know; Asks others for introductions to important contacts to broaden network; Takes time to meet with others in person to build relationships.

#### *Results Oriented*

Proactively helps others get work done; Prioritizes issues based on urgency and importance; Brings opportunities for improvement to manager to see how they fit with the organization; Persists through obstacles to meet obligations; Adopts appropriate ideas from other organizations to improve Ocean Startup Project's results.

### **Working Conditions**

- Office and virtual environments
- Field Offices and In Community environments - the Navigator will regularly work from COAST/OSP partner offices to build and maintain relationships.
- Regular travel (with travel outside the Victoria region planned with advance notice)
- Occasional extended working hours

### **About the Ocean Start-up Project**

The Ocean Start-up Project is a pan-Atlantic collaboration of South Island Prosperity Partnership (SIPP), Creation Destruction Lab (CDL), Genesis, Innovacorp, New Brunswick Innovation Foundation, PEI BioAlliance, and Springboard Atlantic. The vision is to build a diverse world-class innovation ecosystem for ocean technology start-ups.

The Ocean Startup Project has been successfully building Canada's ocean startup ecosystem for the past 24 months. From the outset, the Ocean Startup Project sought to connect with people and raise awareness of the massive global opportunity that exists in the ocean sector. The Ocean Startup Project is focused on making Canada the best place in the world to start and grow ocean companies. It is clear that placing a priority on inspiring, initiating and investing in new and early-stage ocean companies is necessary to advance our collective vision for Canada's ocean economy and it is clear it is working.

### **About the South Island Prosperity Partnership and COAST**

SIPP is an alliance of over 70 public and private-sector partners in Greater Victoria, including 10 local governments, nine First Nations, three post-secondary institutions, nine industry associations and nonprofits, and more than 30 major employers. An initiative of SIPP, the Centre for Ocean Applied Sustainable Technologies (COAST) is building Pacific Canada's hub for the sustainable blue economy. COAST brings together people, ideas, businesses and communities to create an innovation hub and robust economic ecosystem where ideas are nurtured and applied to create meaningful jobs and other positive benefits for years to come.

### **To apply:**

Please email a cover letter highlighting your relevant experience along with your resume to [recruitment@canadacoast.ca](mailto:recruitment@canadacoast.ca)

Please include the name of the position you are applying for in the cover letter and the subject line of the email.

Applications will be reviewed as they are submitted.

For questions please, email [recruitment@canadacoast.ca](mailto:recruitment@canadacoast.ca)