

# **Ocean Ecosystem Navigator**

Ocean Startup Project & South Island Prosperity Partnership

**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**

The Ocean Ecosystem Navigator (the Navigator) will be responsible for engagement, coordination and implementation of high calibre programs, events and competitions involving the Ocean Startup Project and the Centre for Ocean Applied Sustainable Technologies (COAST), an initiative of the South Island Prosperity Partnership (SIPP). The Navigator will assist in the design, engagement and delivery of ocean venture creation activities that include events, outreach and ecosystem building. The Navigator will meet with current and potential entrepreneurs, partners and others in the ecosystem to evaluate opportunities and provide support.

## **Specific Accountabilities**

The Navigator is a self-starter who acts as an Ocean Startup Project and COAST ambassador at all times by promoting our values, mission and initiatives and assisting entrepreneurs with advancing their business and answering any questions or concerns.

- Engage new people, conduct outreach and meet with current and potential entrepreneurs, partners and others in the ecosystem to evaluate opportunities, raise awareness and provide support
- Lead planning and coordinating of programs, training, outreach, events and competitions for the Ocean Startup Project.
- Work with OSP and SIPP bookkeepers to ensure activities stay within budget, that expenditures and related transactions are processed and to help with program development and review.
- Use various web-based tools to extract relevant information and update internal databases.
- Update the contact management system or other applications to support engagement
- Help track support for entrepreneurs and their progress against milestones.
- Evaluate all activities and events in accordance with SIPP and partner requirements.
- Create an environment where entrepreneurs or those with the potential to become investees feel informed and supported through our programs and in our facilities.
- Lead and assist with various activities related to the Ocean Startup Project and COAST
- Work in collaboration with partners and the COAST team to plan, promote and deliver consistently high calibre programs and events across British Columbia.
- Facilitate access to partner programs by OSP, COAST and their networks.
- Liaise with partners to ensure consistency in communications and coordinate deliverables for various initiatives for the Ocean Startup Project and COAST.
- Attend networking events for the start-up ecosystem and ocean technology companies.
- Identify opportunities for improved programming and start-up growth.

- Maintain statistics on programs, partners and entrepreneurs and prepare related reports if required.
- Help build positive relationships within the COAST and OSP teams.
- Perform other job-related duties as required.

*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***

- Post-secondary degree or certificate in business or communications, or the equivalent combination of training and/or experience
- Business Development/Customer Engagement
- Experience and success organizing in-person and virtual events from plan to execution
- Experience in a start-up environment, ocean technology environment, or related experience considered an asset

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

- Demonstrated confidence and interpersonal skills to develop meaningful business (internal and external) relationships
- Excellent verbal and written communications as well as effective presentation skills
- General knowledge of the technology and ocean sectors and an understanding of the dynamics of small business and entrepreneurship
- Proficient with Microsoft Word, Excel, PowerPoint and Outlook, database management and internet research
- Knowledge of project planning principles, approaches and tools
- Strong organization, prioritization and time-management skills
- Demonstrated attention to detail
- Effective problem-solving skills
- Collaborative and effective team member who works well independently
- Available to work flexible hours

#### ***Behaviour 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; Acts in a way that protects SIPP's reputation; Takes ownership to get work done without always needing direction; Informs manager of issues as soon as they come up.

##### *Customer Service*

Asks entrepreneurs and ecosystem organizations how we can add more value for them; Works outside of normal work hours when required to make sure the entrepreneurs and partners are satisfied; Takes pride in creating opportunities for the project and new entrepreneurs;

##### *Communication*

Shares good ideas right away; Shares information so others aren't surprised by things that impact them; Speaks up when requests come in that are unrealistic; 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.

#### *Judgement/Decision Making*

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 needs.

#### *Relationship Building*

Responds promptly to others after being contacted; Steps in to help when employees are unavailable; Is proactive in sourcing key relationships for the project and for SIPP; 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 Projects results.

#### **Working Conditions**

- Office and virtual environments
- Regular travel (with travel outside the Victoria region planned with advance notice)
- Occasional extended working hours

#### **About Ocean Startup 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).