



Employment Opportunity

COINAtlantic Project Officer

(Term appointment for 14 months)

About us

COINAtlantic (Coastal and Ocean Information Network Atlantic) is a non-governmental organization that promotes, facilitates and influences information management as well as policies and programs that enhance Integrated Coastal and Ocean Management (ICOM) in Atlantic Canada. For over 25 years, the Board, Steering Committee and staff of COINAtlantic have promoted the sustainable use of oceans and coasts by convening workshops with key stakeholders, developing open access, web-based Geospatial Tools to facilitate the discovery and sharing of data, and undertaking strategic projects with partner organizations. One such project is a recently launched initiative called the Canadian Integrated Ocean Observing System (CIOOS) that is developing a national approach to ocean data management; COINAtlantic is providing engagement and communications support for the Atlantic region of CIOOS.

What we need

We are looking for a capable and enthusiastic individual who thrives in a dynamic and diverse work environment. The Project Officer is responsible for supporting the Executive Director of COINAtlantic in the development and implementation of the organization's strategic plan and projects; managing the COINAtlantic website and social media; preparing and distributing the Coastal Update newsletter; and supporting the development of relationships with data providers and end users to promote the use of CIOOS. This is a full-time, term position (14 months, 35 hours/week at \$35,000 - \$40,000/year depending on experience). For a more detailed job description and qualifications, please visit coinatlantic.ca.

The ideal candidate will have:

- Knowledge of the Atlantic coastal and ocean sector, its stakeholders, and the roles and mandates of agencies, government departments and organizations.
- Relevant educational background or equivalent experience.
- Communication skills: writing, editing, presentation, social media and website management.
- Knowledge of the principles and technologies for the open and online sharing of data and information (see 'Geospatial Tools' at coinatlantic.ca).
- Fluency with computers (MS Office and Google Suites) and comfort with or ability to learn website content management.
- The ability to work effectively within a small team

How to apply

- Candidates should email a resume and a cover letter (as one PDF or Word document) to coinatlantic@dal.ca by 5 PM (ADT), 8 July 2019.
- Preference will be given to qualified candidates who can make themselves available part-time for training starting 6 August 2019, with full time employment to commence 19 August 2019.
- While we greatly appreciate your interest in working with us, only candidates selected for an interview will be contacted.



Job Description and Qualifications COINAtlantic Project Officer

Hours: 35 hours/week

Pay: \$35,000-40,000/year depending on experience

Status: Term (14-month appointment).

- **Start Date:** Part-time for training starting 6 August 2019, with full time employment to commence 19 August 2019.

Vacation: 15 days of paid annual leave and paid leave for holidays as prescribed by human resources at Dalhousie University.

Benefits: Reimbursement for a portion of premiums for a private health insurance policy.

Location: 6414 Coburg Rd. (on the campus of Dalhousie University in Halifax).

Job Description:

Position Summary

Reporting to the Executive Director of COINAtlantic, the Project Officer is responsible for supporting the Executive Director in the development and implementation of the organization's strategic plan and projects; managing COINAtlantic publicity and communications; and supporting the development of relationships with data providers and end users to promote the use of the Canadian Integrated Ocean Observing System Atlantic (CIOOS-Atlantic).

Development and Implementation of Projects

- Support COINAtlantic Executive Director, Steering Committee and Board in the development and implementation of the Strategic Plan.
- Participate in the organization and delivery of COINAtlantic workshops and meetings, including providing tutorials on how to use COINAtlantic online Geospatial Tools; prepare and disseminate related reports and minutes.
- Train and supervise interns and summer students.

Communications

Website and social media: ensure the COINAtlantic web presence is accurate, engaging and effective.

- Maintain overall responsibility for website messaging and general updates.
- Manage COINAtlantic's social media accounts (Facebook, Twitter).
- Work with contractors and volunteers to maintain website system and supervise updates to the COINAtlantic Geospatial Tools as necessary.



General

- Prepare and disseminate the monthly COINAtlantic Coastal Update newsletter, and maintain and expand the newsletter distribution list.
- Prepare COINAtlantic promotional and presentation materials.

CIOOS-Atlantic Engagement

- Work with Executive Director of COINAtlantic and CIOOS-Atlantic staff to implement the Regional Engagement and Communications Plan, including developing promotional materials and website content.
- Attend and participate in meetings and networking events as necessary.
- Organize meetings with CIOOS-Atlantic staff and end users and data providers.

Qualifications:

Education

The candidate should have a Bachelor of Science degree in a discipline relevant to the job, including but not exclusive of biology, earth science, or oceanography. A Master's degree in a relevant discipline is an asset.

Knowledge

- Knowledge of the coastal and ocean sector, its stakeholders, and the roles and mandates of agencies, government departments and organizations;
- Knowledge of Marine Spatial Planning, ocean and coastal management, marine sciences, and spatial data management and analysis;
- An understanding of the linkages between ocean and coastal management and spatial data management and analysis;
- Knowledge of the issues and opportunities related to the coasts and oceans of Atlantic Canada;
- Knowledge of information technologies used for communication, including social media platforms, and website content management systems; and,
- Knowledge of the principles and technologies for the open and online sharing of data and information including specifically the collection and management of ocean observations and their uses.

Experience

- Communicating through newsletters, social media, and websites;
- Organizing and providing logistical support to face to face meetings and workshops. Experience organizing and conducting virtual meetings;



- Maintaining effective professional relationships with a wide range of persons and organizations. Previous experience contributing to sustaining a network is an asset;
- Experience maintaining a website and monitoring usage and conducting simple system website maintenance procedures. Experience using a content management system is an asset;
- Experience explaining the benefits of ICOM and open sharing of data and information especially ocean observations; and,
- Experience interacting with practitioners and stakeholders in coastal and ocean management and ocean observation.

Personal Suitability

- The ability to work effectively within a small team and capable of working independently;
- The ability to problem solve both with technology e.g. websites, mailing lists and relationships with people or organizations;
- The ability to conduct research, principally on-line, for relevant information, and review, analyze, and summarize the results of the research; and,
- Effective oral and written communication.