



Employment Opportunity

POSITION: **Analyst** – Collaborative Governance and Natural Resource Management

Organization Overview

West Coast Aquatic is a registered not-for-profit society that has supported collaborative governance in natural resource management for over 20 years. Our core work involves supporting salmon harvest and conservation planning on Vancouver Island's west coast and extends to broader regional and provincial processes relating to fish, water, and sustainable resource management. We help communities, Indigenous nations, governments, industry and environmental stewards work together effectively to find durable solutions to complex resource management challenges.

Role Summary

As an **Analyst**, you will report to the Executive Director and work as part of a small, committed team to provide essential support for multi-party collaborative processes in natural resource management across British Columbia. You will help prepare and analyze information for decision-making, and ensure smooth delivery of workshops and meetings. This role offers a unique pathway for professional growth, with opportunities for mentorship and training in facilitation and mediation. If you're passionate about environmental sustainability, enjoy detailed work, and are interested in how to help diverse groups work together, this position offers an ideal entry point into the field of collaborative resource management.

Responsibilities

- Coordinate and support collaborative meetings, workshops, and roundtables (online, hybrid, and in-person), including venue arrangements, participant communications, and preparation of meeting materials
- Take detailed meeting notes and prepare comprehensive minutes/workshop reports including tracking action items, decisions, and follow-up requirements across multiple collaborative processes
- Research, synthesize, and communicate technical information on resource (especially fishery) management, environmental, and policy issues through briefing notes, background papers, summary documents, and reports for partners and clients
- Support collaborative decision-making processes through data collection and management, process documentation, and organizational learning initiatives
- Grow as a professional through mentorship and professional development opportunities, including the opportunity to take on facilitation responsibilities as skills develop
- Contribute positively to team dynamics, workplace culture, and organizational development initiatives



Qualifications

- Strong analytical and research skills with ability to synthesize complex information
- Interpersonal skills for working with diverse organizations and groups of people, including the ability to remain impartial (neutral) in sensitive or political situations
- Excellent written communication (English) including report writing and minute-taking
- Demonstrated cultural sensitivity including working with Indigenous nations and/or marginalized communities
- Interest in facilitation, mediation, conflict resolution, and collaborative problem-solving, with a desire to develop these skills over time through training and mentorship
- Ability to use Microsoft 365 and other digital tools for communication, file sharing, database management, and coordinating in-person, online, and hybrid events including technical setup

Preferred Qualifications

- A research masters degree (MA or MSc) or equivalent research experience is a strong asset
- Knowledge of BC's natural resource management landscape, particularly fisheries and salmon ecology. Forestry, mining, energy, and infrastructure are also strong assets.
- Experience with meeting coordination or event planning
- Understanding of Indigenous rights, governance, knowledge, and culture
- Familiarity with consensus based decision-making processes
- Grant writing or proposal development experience
- Experience with GIS, data visualization, or statistical analysis

Work Environment

This is a full time (35 hours/week) permanent position based in Port Alberni, BC. This position requires a minimum of 3 days per week in our Port Alberni office. Occasional travel is required across Vancouver Island and possibly to other areas of BC. Ability to lift, transport and set-up equipment for meetings is required (up to 25 lbs). The work schedule occasionally requires flexibility to accommodate early morning, evening, weekend and overnight project related travel.

Compensation:

- Salary range starts at \$65,000-\$75,000 annually, commensurate with experience
- Benefits include: 5% RRSP matching program; Health Spending Account (\$3,000 annually); supplemental maternity/parental leave benefit
- Supportive work environment including additional vacation and personal/sick days
- Regular professional development opportunities (courses, training, mentorship, and conferences), and clear pathways for career advancement

Application Instructions

Please submit a cover letter, resume, and writing sample to admin@westcoastaquatic.ca by November 12, 2025. Please indicate the position "Analyst" in the subject. We're committed to employment equity and welcome applications from all qualified individuals. We value diverse backgrounds and transferable skills. Accommodations are available during the recruitment process upon request. We thank all applicants for their interest; however, only those selected for an interview will be contacted.