



Employment Opportunity

POSITION: **Facilitator and Mediator** – 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 experienced **Facilitator and Mediator**, you will report to the Executive Director and work as part of a small, committed team to design, lead, and assist multi-party collaborative processes in natural resource management across British Columbia. You will support clients in building functional processes and making decisions effectively by remaining neutral and impartial, enabling safe, difficult conversations that lead to meaningful outcomes. You will supervise and mentor junior staff, while also being encouraged to further develop the competencies needed to succeed in this role. While immersed in WCA's core work, you'll also be supported to explore opportunities where your skills can help the team diversify into new natural resource fields that stand to benefit from a collaborative governance approach.

Responsibilities

- Design and facilitate multi-party collaborative processes that navigate diverse interests and values (e.g. roundtables, governance structures, strategic planning, community engagement processes)
- Manage projects including ensuring deliverables meet client and partner needs as well as budget and timeline requirements
- Understand party interests and mediate to achieve consensus-based decisions and durable solutions
- Build and maintain partner relationships
- Schedule and lead meetings and workshops (in-person, virtual, and hybrid)
- Prepare comprehensive meeting minutes, reports, communications materials, and related documents with strong attention to clarity, accuracy, and professional writing standards
- Supervise, mentor, and teach WCA team members while continuing to grow as a professional yourself
- Contribute positively to team dynamics, workplace culture, and organizational development initiatives



Qualifications

- Professional experience in facilitation, mediation, or conflict resolution in a multi-party setting
- Demonstrated ability to remain impartial (neutral) while guiding groups with competing interests towards consensus-based decisions
- Exceptional communication skills (English written and oral) with ability to synthesize complex information for diverse audiences and maintain strong attention to detail
- Expertise in managing multiple complex projects simultaneously
- Demonstrated cultural competency, with experience working with Indigenous nations and/or marginalized communities using trauma-informed approaches
- Leadership and mentorship skills with supervisory or training experience
- Ability to use Microsoft 365 and other digital tools for communication, file sharing, 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
- Professional certification in mediation, facilitation, or conflict resolution
- Knowledge of BC's natural resource management landscape, particularly fisheries and salmon ecology. Forestry, mining, energy, agriculture, and infrastructure are also assets.
- Understanding of Indigenous rights, governance, knowledge, and culture
- Experience with consensus decision-making models and collaborative governance frameworks
- Familiarity with federal and provincial regulatory frameworks for natural resources
- Grant writing experience and knowledge of funding landscapes

Work Environment

This is a full time (35 hours/week) permanent position based in Port Alberni. This position requires a minimum of 3 days per week in our Port Alberni office. Regular travel is required across Vancouver Island and the Lower Mainland, with occasional travel to other areas of BC and Canada. A valid driver's licence and a reliable personal vehicle are required for regional travel. 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 \$80,000-\$95,000 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)

Application Instructions

Please submit a cover letter, resume, and writing sample to admin@westcoastaquatic.ca by November 12, 2025. Please indicate the position "Facilitator and Mediator" 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.