



Contractor: Network Coordination and Event Planning

ABOUT US

The Ecology Action Centre (EAC) is a fierce and creative environmental charity based in Mi'kma'ki/Nova Scotia. Since 1971, we have proudly tackled critical environmental issues from biodiversity protection to climate change to environmental justice. Grounded in community, we act as a watchdog, convenor, mobilizer and incubator, taking a holistic approach to the environment and the creation of a just and vibrant world.

The Ecology Action Centre's Marine Team is dedicated to healthy fisheries and aquaculture, sustainable seafood, marine protection and planning, and sustainable coastal livelihoods across the region.

The newly formed Local Catch Canada network (LCC) is a knowledge sharing network focused on Canadian fisheries challenges, supporting livelihoods, and centering Indigenous partnerships, values, and relationships to build just and equitable seafood systems in Canada. The network includes Indigenous and settler fishers, seafarmers, and fishmongers, community members, academics, NGOs, and allies from throughout Canada and cross-border Indigenous Nations/ US Tribes. The LCC is closely affiliated with the 13-year-old US-based Local Catch Network.

YOUR FOCUS

This contract position has two main roles:

1. You will be responsible for coordinating the Local Catch Canada network to support the next phases of development and strengthen the organizational effectiveness
2. You will be responsible for organizing the Local Catch Canada network's first in-person retreat in winter/spring 2025 in Vancouver, BC.

The contractor will report to the Senior Program Manager of the EAC Marine Team and the Local Catch Canada Steering Committee.

Key responsibilities include:

Coordination:

- Coordinating regular network meetings including preparing agendas, recording notes, and following up on action steps for the network members
- Coordinating network webinar sessions, including outreach and liaison with presenters, preparation for discussions, logistics and follow-ups afterwards
- Supporting the creation and maintenance of the network website and listserv
- Helping with outreach to grow network membership and ensuring membership list is up to date



Event planning:

- Coordinate with network steering committee and vendors throughout the planning process
- Lead pre-event meetings to help steering committee make decisions about the goals, agenda, and event design
- Compile price lists and develop contracts for all event services
- Plan and facilitate logistics for the event, including contract negotiations, guest lists, venue preparation, presentation materials, catering, transportation, equipment
- Organize registration of participants, prepare programs and promotional material, and publicize event
- Troubleshoot any issues that arise on event day

EXPERIENCE

- Experience in organizing, planning, and/or supporting networks in either a professional or volunteer capacity
- Experience in event planning
- Working knowledge of coastal communities, fisheries, aquaculture, equitable access to marine resources and Indigenous fishing rights
- Strong communications skills, both oral and written
- Project administration skills to assist with network deliverables.
- Strong organizational and priority settings skills
- Ability to work independently and as part of a team, effectively manage multiple tasks, and use time efficiently
- Computer literacy in Office 365 (including Outlook, SharePoint, Word, Excel, and PowerPoint) and web-based platforms

TERMS OF CONTRACT

- Remote work, must be based in Vancouver or just outside of the city due to the work associated with the in-person retreat
- Remuneration: \$12,000 CAD
- Contract duration: 16 hours per week from December 2024 - May 31st, 2025

TO APPLY

Please submit your resume and cover letter [HERE](#), addressed to Christina Callegari, Senior Coordinator, Marine Program. Applications will be accepted on a rolling basis.