

Executive Director

Who We Are

Torngat Wildlife Plants and Fisheries Secretariat is an organization dedicated to supporting the Torngat Wildlife and Plants Co-management Board, and the Torngat Joint Fisheries Board with the implementation of chapters 12 and 13 of the Labrador Inuit Land Claim Agreement.

Overview of the Role

Reporting to the Board of Directors, the Executive Director (ED) is responsible for the overall direction, leadership, oversight, and governance for all aspects of the Torngat Secretariat's operations, including the organization's financial stability and sustainability and strategic planning. The ED will create an engaging, productive and respectful workplace where employees produce exceptional policy analysis and research supporting the Board's mandate.

The ED will administer the policies and activities of the Boards to ensure that the decisions of the Board are carried out in accordance with the Labrador Inuit Land Claims Agreement and the governance by-laws of the Boards. Additionally, they will direct and manage the Secretariat's full-time staff responsible for financial, administrative, policy, research, and program management services, as well as overseeing full-time term, part-time, community-based staff, and researchers. The ED's areas of responsibility will include, but are not limited to:

- Strategic Oversight and Operational Management
- Strategic Communications, Stakeholder Management, and Government Relations
- Financial Management and Oversight
- Human Resources and Personnel Management
- Research Oversight and Project Management
- Board Management and Administration

The Torngat Secretariat ED will bridge communication between the Board, the Secretariat, the community, researchers, and stakeholders; and will ensure the various forms of knowledge are utilized to support co-management decisions and renew and implement the strategic plan.

Ideal Candidate

- Graduate degree, preferably in resource management, administration, or business. A professional designation, or similar combination of education and experience will be considered.
- 7 – 10+ years' leadership experience with demonstrated administrative and financial management and/or research success.

- Familiarity with the Labrador Inuit Land Claims Agreement and Implementation Plan, particularly those sections dealing with the management of fish, wildlife, and plants. Life or work experience in the land claim region would be an asset.
- Sound understanding of renewable resource issues.
- Superior leadership and interpersonal skills.
- Strong project management, organizational, and analytical skills with well-developed problem-solving ability.
- Excellent written and oral communication skills.
- Demonstrated success in leading and working as part of a team, building an engaged, motivated, and respectful workforce.
- Proven research abilities in receiving funds, data gathering, data management, analysis, and communication.
- Ability to work with communities and diverse partners, rights holders, and stakeholders at the local, regional, national, and international levels.
- Demonstrated adaptability skills and ability to remain productive in rapidly changing environments without extensive guidance or complete information.

What We Offer

- Salary Range – \$90,383 – \$115,317
- Sunlife Health and Dental Insurance Plan – 100% coverage
- 4 weeks of annual leave with incremental increases after each 5-year period with the Secretariat
- 3 weeks of sick/personal leave
- 5 annual hunting, fishing, and gathering days
- 17 recognized statutory holidays
- Defined Contribution Pension Plan (Employer Matched) – 3.5%
- RRSP Contribution (Employer Matched) – 2.5%
- Travel benefit – \$900 per year for employee and dependents
- Labrador allowance – \$3,000 per year / \$6,000 with dependents
- Clothing allowance – \$500 annually
- Professional Development Opportunities

The Torngat Secretariat is committed to building and maintaining a diverse workforce and an inclusive work environment. We are a proud equal opportunity employer, and all qualified applicants will receive

consideration for employment without regard to race, color, religion, sex, national origin, age, disability, genetic information, or any other protected characteristic that makes us unique.

If you require reasonable accommodation to take part in the employment process, please contact Maddie Coombes at maddie@ethree.ca and let us know the nature of your request.

Location: Happy Valley-Goose Bay (In-Office).

If the successful candidate is located within a Nunatsiavut community or would like to relocate to a Nunatsiavut community, this can be accommodated by the Torngat Secretariat.

Travel Requirement: ~20%

Application Close Date: July 12, 2024 (11:59PM AT)