



## WE ARE HIRING!

Job Title	Assistant Director
Reports To	Executive Director & Senior Scientist
Type / Duration	Full time, permanent. One-year probationary period
Location	Sackville, New Brunswick, at AC CDC office
Salary Range	\$75,150 to \$91,850 / year
Vacation	3 weeks; additional week at 5 years service
Benefits	Generous medical & dental insurance, cost 70% paid by employer; Group life & long-term disability insurance
Start Date	November 15, 2024
Application Deadline	October 20, 2024

### Job Purpose

The Assistant Director will play a key role in the strategic development and oversight of the Atlantic Canada Conservation Data Centre (AC CDC), contributing to the AC CDC's mission of compiling and providing biodiversity knowledge in support of conservation.

### Key Qualifications

- Master's degree (or equivalent experience) in a relevant field.
- Three to five years of experience in project management, partner relations and leadership of a multi-person team.
- Demonstrated success in cultivating a supportive and cohesive team dynamic.
- Proficiency in strategic planning and policy development.
- Commitment to diversity, equity, and inclusion principles.
- Passion for biodiversity conservation and environmental stewardship.
- Applicants must be legally eligible to work in Canada.

**Beneficial attributes include:** Experience with website and social media management and engagement; Experience in database management and/or Geographic Information Systems (GIS); Strong expertise in identification and ecology of one or more of birds, vascular plants, lichens, bryophytes, bats, insects; French language proficiency.

## Core Competencies

- Emotional intelligence, empathy and cultural sensitivity that enables cultivation of relationships with diverse staff and partners and promotes an inclusive workplace.
- Strong leadership, strategic thinking, problem-solving and team-building skills.
- Excellent verbal and written communication skills.
- Exceptional organizational skills and attention to detail.
- Expertise in planning, executing, and closing projects successfully.
- Adaptability to evolving priorities and challenges.

## Duties and Responsibilities

Responsibilities include leadership in the following areas:

- *Strategic Planning*: Lead strategic planning efforts, identifying and documenting organizational priorities and the resources and actions required to achieve them.
- *Policy Development*: Lead the development and maintenance of organizational policies, ensuring compliance with regulations and best practices.
- *Internal Team Building*: Lead efforts to support, inspire, and bring together all team members, ensuring a culture of open communication, inclusion, collaboration, and achievement of common goals.
- *Website and Social Media Management*: Oversee and assist the staff and contractors who design and maintain the organization's website and social media platforms, including assessment of the effectiveness of efforts to increase awareness and engagement.
- *Standing in for the Executive Director*: When required, fulfill the duties of the Executive Director.

Responsibilities also include assisting the Executive Director, Financial Manager and other staff in the following areas:

- *Project Development and Management*: Assist in the visioning, fundraising and oversight of multiple concurrent projects. Provide logistical support, and ensure effective use of funds, delivery of results that meet client needs and deadlines, and alignment of activities with organizational goals.
- *Partner Relations*: Assist in the development and nurturing of relationships with government, NGO, Indigenous, academic and industrial partners, facilitating collaboration that advances compilation of biodiversity data and conservation initiatives.
- *Board of Directors Interactions*: Assist in communication with the Board of Directors and its subcommittees regarding timing and agenda for meetings and documenting discussion and results.
- *Operational Oversight*: Assist in managing the operational aspects of the AC CDC, ensuring efficiency and effectiveness in day-to-day functions.

Send CV and covering letter to: [AssistantDirectorApplications@accdc.ca](mailto:AssistantDirectorApplications@accdc.ca) by October 20, 2024.

## About the Atlantic Canada Conservation Data Centre

The AC CDC is a registered non-profit organization founded in 1997 by the federal government and the Atlantic provincial governments. We serve as the primary repository of information on the status and occurrence of wild species in New Brunswick, Nova Scotia, Prince Edward Island and Newfoundland and Labrador. Our data and staff expertise inform environmental impact assessment, protected areas planning, Species at Risk status assessment and recovery, land and resource management, and academic research. Our biological staff conduct extensive fieldwork throughout Atlantic Canada to increase understanding of the distribution and status of species of conservation concern and our Conservation Data Analysts manage a database of 2.8 million species occurrence records and conduct a wide range of analyses in support of conservation efforts.

Our main office is in Sackville, New Brunswick, on the campus of Mount Allison University and we have a satellite office in Corner Brook, Newfoundland and Labrador. Our team currently includes ten full-time staff. We are committed to providing a friendly, positive, safe and inclusive working environment that offers flexibility to accommodate staff needs. Our statement on diversity, equity and inclusion is given below. More information on our organization can be found at [www.accdc.com](http://www.accdc.com).

## Statement on Diversity, Equity and Inclusion

The Atlantic Canada Conservation Data Centre is committed to the principles of equity, diversity, and inclusion in our workplace and beyond and we are committed to building and maintaining an exceptional group of staff, board members, and volunteers that represents the people of Atlantic Canada. Our organization is a leader in the inventory and monitoring of biodiversity, and in managing and providing biodiversity data to clients. We recognize that just as ecosystems become more resilient and productive with greater biodiversity, our organization becomes more resilient and productive when we maintain and promote a diverse and inclusive workforce and when we collaborate with diverse partners. We value traditions, heritage, knowledge, and experiences and seek partnerships that allow the incorporation of stakeholder and Indigenous knowledge, skills, and traditions into our work.

## About Sackville, New Brunswick

Sackville is a progressive and culturally rich town of 6,100 people on the spectacular Bay of Fundy, home of the world's highest tides. The town is also home to Mount Allison University, consistently rated as the top primarily undergraduate university in Canada. Within town limits one can walk the trails of the award-winning Sackville Waterfowl Park, Tantram Wetlands Center and a beautiful network of over 20 km of well-maintained cross-country skiing and hiking trails. Sackville is 40 minutes from the warm water beaches of the Northumberland Strait and the Confederation Bridge to Prince Edward Island. Larger city amenities, including the Greater Moncton International Airport, are 30 minutes away in Moncton. Sackville provides an ideal central location for exploring the Maritimes - within two hours of the cities of Halifax, Fredericton and Saint John and within five hours of any point in the region. The area provides an exceptional combination of low cost of living and high quality of life (OECD A+ score for NB, Conference Board of Canada).

More information on Sackville and the Municipality of Tantram can be found at: [www.sackville.com](http://www.sackville.com)