



**Coordinator/facilitator for the Internal Science Team of the NatureServe Canada led  
Canadian Terrestrial Ecological Framework Update Project 2024-2027**

**Position Overview:** NatureServe Canada is seeking a dedicated and experienced coordinator for the Internal Science Team (IST) as part of our Canadian Terrestrial Ecological Framework (CTEF) Update Project 2024-2027– henceforth referred to as the “Project” - (*See below for a brief overview of the Project’s mandate and goals.*) This pivotal role focusses on facilitating and coordinating the science component (i.e., Activity 1) of the CTEF Project, including:

- Ensuring strong communications (including planning and chairing weekly meetings) among IST members (Activity 1 of the Project)
- Ensuring timely logistics for, and timely delivery of, the major products of Activity 1 of the Project, including a national meeting with, interim and final reports, maps, and GIS metadata derived from the GIS subproject (Activity 2), and science-focussed materials for the Project website (Activity 3)
- Ensuring effective communications with Activities 2 and 3 of the Project, and with provincial, territorial (P/T) and federal government partners

**Key Responsibilities:**

1. Serve as team leader, coordinating all other team members activities and ensuring products are delivered on time, and team cohesion is strong throughout the project’s timeline.
2. Ensure all team members are set up to advance their individual tasks and are working collaboratively as necessary to complete team goals.
3. Verify the scientific integrity of the IST work through organizing IST discussions and bringing in input and review from non-IST project partners experts.
4. Keep IST members informed of their responsibilities and deadlines and coordinate the completion of action items as they arise
5. Write progress and final reports and create PowerPoint presentations for the External Science Team (P/T and Federal Government science staff), with the support of Project science staff.
6. Facilitate, with IST team colleagues, the effective communications with P/T and federal governments, the GIS Project (Activity 2), and the Website Project (Activity 3).
7. Organize and implement the funding strategy for supporting P/T participation in the Project, with the support of the Executive Director of NatureServe Canada.
8. Inform the Executive Director of NatureServe Canada and the Technical Manager (liaison with NatureServe US) of significant project developments or barriers.
9. Foster a respectful and inclusive process within the Team and when communicating with partners.



#### **Qualifications:**

1. Training, experience, and demonstrated success in project coordination and facilitation with multi-disciplinary teams (e.g., ecology, policy, GIS).
2. Excellent communication skills and a professional demeanor. Fluency in spoken and written English.
3. Experience with coordinating highly technical projects involving scientists, policy experts and computer programmers.
4. A successful track record of organizing and confidently (and diplomatically) leading complex meetings involving multiple organizations or levels of government.
5. Willingness to engage in national travel 1-3 times per year.
6. Flexibility in work hours and dedication of at least one calendar year to the project
7. Fluent in project management and relevant tools (software, online tools, etc.) to coordinate tasks and projects for team members.

#### **Compensation, Start Date, and Time Commitment**

**Compensation:** The contractor rate for this position is negotiable based on the candidate's experience and qualifications. NatureServe Canada is committed to offering competitive compensation to attract and retain top talent.

**Start/End Date:** The ideal start date for this position is April 15, 2024, or as soon as possible thereafter. We are looking for candidates who are ready to commit to at least one calendar year of dedicated service to the project. If the candidate proves to be very effective, the contract could be extended until March 31, 2027.

**Time Commitment:** The successful candidate will work 2.5 days on average per week, and be available for group project meetings or calls, on a flexible basis. It is anticipated that the commitment is likely to be on the order of four days per week in the two months leading up to a national meeting to be held in November 2024.

#### **Application Process**

Qualified candidates are invited to apply *as soon as possible* by submitting a detailed resume and a cover letter highlighting relevant experiences and qualifications for the role of IST Coordinator and Facilitator to Patrick Henry ([phenry@natureserve.ca](mailto:phenry@natureserve.ca)), Executive Director of NatureServe Canada.



## About the Project

The mission of the Canadian Terrestrial Ecological Framework (CTEF) Update Project 2024-2027 is to create a conceptual and technical framework that accurately classifies, describes, and maps Canada's terrestrial ecosystems using the latest technologies and data. This includes a comprehensive delineation of ecozones, ecoregions, and ecodistricts, aligning with current ecological understanding across Canada and incorporating geospatial technologies. The final product will serve as an update to the existing CTEF, which is largely based on the 1995 publication, *A National Ecological Framework for Canada* <https://sis.agr.gc.ca/cansis/nsdb/ecostrat/1999report/index.html>

## Project Scope

Revise and update the CTEF to solve the major problems with the biophysical attribute set and attribute priority, scale issues within eco-levels, eco-level naming conventions, trans-border line matching, and GIS consistency/workability. Deliver a revised, updated, and mapped CTEF classification and database to Environment and Climate Change Canada (ECCC -- the project funder) by March 31, 2027. The strategic goal is to have a substantially improved/modernized CTEF system that all the provinces and territories (P/Ts) would endorse as “scientifically/ecologically” sound (but not necessarily implement in their jurisdictions).

## IST-CTEF Goals

**Goal 1** – An updated CTEF will support:

- Canada's biodiversity commitments under the Kunming-Montreal Global Biodiversity Framework, 2030 Targets. <https://www.cbd.int/gbf/targets>.
- The monitoring of the geographic distribution of climate change effects.
- Other provincial, territorial, and federal government initiatives (e.g., Statistics Canada Census of Environment, etc.).
- Education about the ecosystems and biogeography of Canada.

**Goal 2** – Adoption/Endorsement: Achieve the adoption/endorsement of the revised CTEF by the P/Ts and the federal government.

**Goal 3** – Data Sharing: Promote accessible and transparent data sharing among P/T and federal government partners, facilitating collaboration and informed decision-making across jurisdictions.

## IST-CTEF Objectives

**Methodological Framework Development:** Develop a rigorous and explicit methodological framework to guide the updating, mapping, and description of ecological land units, including the selection of biophysical attributes for consistent and effective classification, mapping, and description of the ecozones, ecoregions, and ecodistricts of Canada.



**Collaborative Engagement:** Work collaboratively with partners and stakeholders to address challenges to updating the CTEF that were identified in the NatureServe Canada CTEF Update Scoping Report (2022), leveraging collective expertise.

**Integration with GIS and Website Projects:** Ensure that the scientific principles underpinning the new CTEF are fully reflected and integrated within the GIS and website components of the update project.