

# Unama'ki Institute of Natural Resources (UINR) / Pitu'paq Partnership Society

## Job Description

### Coordinator



UINR provides administrative services to Pitu'paq, a group of municipal government and Mi'kmaq leaders that collaborates on issues of environmental concern related to the Bras d'Or Lake. Pitu'paq formed as a committee in 2001 and then formalized as a society in 2007; it includes representatives from all five municipalities and all five Mi'kmaq communities in Unama'ki, Cape Breton. Pitu'paq creates a table where local leaders can discuss concerns and ideas to improve the prosperity of the people, animals and environment in and around the Lake. Pitu'paq is the Mi'kmaq word for Bras d'Or meaning "to which all things flow" which evokes complex systems of the Lake.

The Pitu'paq Board of Directors convened in early 2025 with many new faces around the Board table. The new Board of Directors has held early stage planning and budgeting discussions to begin mapping out a path forward for Pitu'paq. Before specific projects can be undertaken by the Board, a period of capacity building was / is needed. Specifically, the need for support on both administrative and project/partnership management was identified as an early priority, resulting in this employment opportunity.

## Key Responsibilities

Pitu'paq is seeking an interested person(s) on a part-time basis (10 hours/week) who can provide a variety of services to the organization.

The services required include:

### 1. Activity 1: Coordination and Administration (50%)

- Pitu'paq meeting preparation, planning, and set up (equipment provided to support virtual participation),
- Attending Pitu'paq meetings in person (monthly),
- Action item tracking,
- Leading the renewal process of the Pitu'paq website,
- Maintaining social media, and
- Reporting to local funding partners.

### 2. Activity 2: Partnerships and Projects (50%)

- a. Seeking project opportunities (eg. Potlotek eel research project),
- b. Writing project proposals in collaboration with the Board team,

**Pitu'paq Partnership Society**  
**Employment Opportunity – Executive Assistant**

- c. Participating in partner meetings/projects such as CEPI, UINR, Bras d'Or Lakes Biosphere Region Association, among others (eg. CEPI's State of the Bras d'Or Task Team).
- d. Providing updates to the Pitu'paq Board on partnership and project activities, and
- e. Reporting to project funders.

Interested parties are invited to bid on one activity, or both. Pitu'paq reserves the right to select one or more applicants for the activities above.

The duration of the services should reflect a tentative start date of December 1, 2025 through to March 31, 2026. Please note this will be renewable annually, depending on funding availability and Board of Directors approval.

From December 1, 2025 (start date) through to March 31, 2026, the maximum number of hours for both services combined can be no more than 10 hours per week.

Working from a suitable remote location will be expected. Approved travel will be reimbursed at the employee rate set by UINR, which provides financial services for Pitu'paq.

## Requirements

The applicant must include the following components:

- Cover letter that includes a summary of what drew you to this position / why the Bras d'Or Lake is important to you, a summary of relevant skills and experience, and a statement indicating whether you would require Pitu'paq to provide support for necessary equipment or if you have your own equipment such as a laptop, smart phone, and/or video conferencing device (eg. Owl).
- Resume with references,

## Qualifications

- University degree in a related field and/or 2 years of relevant experience (or a combination thereof).
- High level of motivation and ability to work independently and in teams as required.
- Ability to attend Pitu'paq meetings in-person (drivers license or other viable transportation method to rural communities throughout Unama'ki Cape Breton Island).
- Available space and ability to work remotely effectively.

**Rate of Pay:** \$30 / hour      **Hours / Week:** 10 hours / week

**Term:** 6 months (ending Aug 3), renewable depending on funding availability

**Deadline for Applications:** January 26, 2026