

# Request for Proposals

## Project Manager: Atlantic Canada UNESCO Tourism Corridor

Application Due: July 3, 2026

Evaluation of Applicants Completed: July 10, 2026

Anticipated Start Date: July 20, 2026

Project Completion: March 31, 2027

Are you someone who brings order to complexity, keeps people and projects moving, and can manage many deliverables at once without losing sight of the details? Are you excited by meaningful work that connects Atlantic Canada's UNESCO-designated places - sites recognized for their natural heritage, cultural heritage, geological significance, biodiversity, sustainable development, and community leadership into a stronger regional tourism corridor?

We are looking for a consultant to help drive the Atlantic Canada UNESCO Tourism Corridor from planning into implementation. The successful candidate will take over the coordination of an on-going project with many moving pieces, including managing timelines, tracking deliverables, coordinating meetings and communications, following up with partners, organizing project documentation, and ensuring that this regional initiative stays aligned, on schedule, and moving forward.

### Position Type

This opportunity is structured as a **contracted project management role until March 31, 2027**. The weekly commitment is expected to vary from 20 to 40 hours per week over the course of the contract. Proposals from independent contractors and consultants are welcome.

### Project Overview

The Atlantic Canada UNESCO Tourism Corridor is a collaborative initiative that brings together UNESCO-designated sites across Atlantic Canada to strengthen sustainable tourism, regional collaboration, visitor readiness, and shared storytelling. The initiative supports UNESCO Biosphere Regions, Global Geoparks, World Heritage Sites, and their partners in working together to develop a more coordinated and impactful tourism corridor.

The project is based on "[Rising Tides: A Regenerative Tourism Strategy for the Atlantic Canada UNESCO Tourism Corridor](#)", a tourism strategy that was completed in 2024. The project is already underway with a strong partner network and workplan already in place, and a developing governance model.

This project requires strong coordination across a large and diverse group of partners, including UNESCO site managers, tourism organizations, Indigenous partners, government representatives, consultants, community organizations, and regional stakeholders.

## Role Summary

The Project Manager will be responsible for coordinating the implementation of the Atlantic Canada UNESCO Tourism Corridor workplan. This includes managing timelines, tracking deliverables, supporting partner engagement, coordinating meetings and communications, maintaining project documentation, and ensuring that activities are completed on time and aligned with the overall goals of the project.

The ideal candidate is highly organized, proactive, detail-oriented, and comfortable managing multiple moving pieces at once. They must be able to work with a large group of partners, maintain clear communication, and help move collaborative work from discussion to implementation.

This is not primarily a tourism strategy development role. It is a project management and coordination role requiring excellent administrative, organizational, and relationship-management skills.

## Key Responsibilities

### Project Coordination and Workplan Management

- Drive progress on and coordinate the implementation of the Atlantic Canada UNESCO Tourism Corridor workplan.
- Ensure that project activities, timelines, milestones, and deliverables are on track.
- Maintain project management tools, workback schedules, task lists, and reporting trackers.
- Identify upcoming deadlines and ensure that required actions are assigned and followed up.
- Support the host organization and project leadership in keeping the project on schedule and within scope.
- Help identify risks, delays, or capacity gaps and propose practical solutions; escalates issues to relevant decision-makers for trouble-shooting, support, and swift action.

### Partner Coordination and Communication

- Serve as a key point of coordination for participating UNESCO sites and project partners.
- Support regular communication with a large and diverse partner group.
- Organize and facilitate/chair partner meetings, working group sessions, training sessions, and project check-ins.
- Prepare agendas, meeting materials, minutes, action lists, and follow-up correspondence.
- Ensure partners are informed of timelines, expectations, opportunities, and next steps.
- Help maintain positive, professional, and collaborative relationships across the network.

### Deliverables and Reporting

- Track project deliverables against funding agreements, project plans, and partner commitments.
- Gather updates, data, and supporting materials from partners and contractors.

- Support the preparation of interim and final reports.
- Maintain organized project records, including meeting notes, partner lists, deliverable files, contracts, invoices, communications, and reporting materials.
- Support financial and administrative tracking in collaboration with the host organization.

#### Sub-Contractor and Consultant Coordination

- Coordinate with external consultants, facilitators, designers, trainers, tourism specialists, and other contractors.
- Track consultant deliverables and timelines.
- Support procurement processes, scheduling, contract administration, and review of submitted materials.
- Ensure external work is integrated into the overall project timeline.

#### Event, Training, and Meeting Logistics

- Coordinate logistics for in-person and virtual meetings, workshops, training sessions, and partner gatherings.
- Support venue coordination, registration, participant communications, travel information, agendas, catering, accessibility considerations, and follow-up materials.
- Work with partners to ensure events are well organized, inclusive, and aligned with project goals.

## Required Skills and Experience

- 5+ years of senior level project management experience and managing complex multi-partner, multi-deliverable initiatives.
- Experience coordinating large groups of partners, stakeholders, or collaborators.
- Strong written and verbal communication skills in English.
- Professional judgment, diplomacy, and discretion when working with partners and sensitive project information.
- Knowledge of Atlantic Canada's tourism landscape.
- Experience preparing agendas, minutes, reports, trackers, and professional correspondence.
- Ability to step into an active project environment and quickly establish structure, momentum and project coordination
- Excellent organizational and time-management skills; ability to manage competing priorities and deadlines.
- Strong attention to detail.
- Ability to use common project management and collaboration tools such as Microsoft Office, Google Workspace, Zoom, Teams, shared drives, spreadsheets, and task-tracking systems.

## Preferred Qualifications

The following would be considered assets:

- Experience working with nonprofit organizations, tourism organizations, UNESCO-designated sites, government-funded projects, and/or regional collaborative initiatives.
- Knowledge of Atlantic Canada's cultural heritage, conservation, or UNESCO landscape.
- Familiarity with sustainable, regenerative, and community-based tourism, or destination development.
- Experience working with Indigenous partners, cultural organizations, or community-led initiatives.
- Experience coordinating federally or provincially funded projects.
- Experience supporting projects across multiple provinces or jurisdictions.
- Written and verbal communication skills in French.

## **Working Relationship**

The Project Manager role will be structured as a consultant arrangement based on an agreed scope of work, deliverables, timeline, and fee structure.

The Project Manager will report to the project lead or designated supervisor within the Fundy Biosphere Region as the host organization. The role will require regular communication with the Atlantic Canada UNESCO Tourism Corridor partners and will involve coordination with funders, consultants, government representatives, and other stakeholders.

The position may be remote, hybrid, or based at the office of the Fundy Biosphere Region in Moncton, NB, depending on the location of the successful candidate. Some travel within Atlantic Canada may be required for meetings, workshops, or partner events.

## **Expected Deliverables**

The Project Manager will be expected to support or produce:

- A detailed project workplan and implementation schedule.
- Partner contact lists and communications trackers.
- Meeting agendas, minutes, and action-item summaries.
- Deliverable tracking tools.
- Regular project status updates.
- Coordinated schedules for meetings, workshops, training, and partner engagement.
- Organized project files and documentation.
- Inputs for interim and final reports.
- Risk, issue, and decision logs where appropriate.
- Scope of work/job description for an ongoing project manager (beyond the end of the contract).
- Final project documentation package, including key records and deliverables.

## Submission Requirements

Applications should be submitted by email to [admin@fundy-biosphere.ca](mailto:admin@fundy-biosphere.ca). Applications will be reviewed on a rolling basis as they are received, so interested candidates are encouraged to apply early. Final submissions must be received no later than July 3, 2026.

1. A resume or organizational profile.
2. A brief cover letter or proposal outlining relevant experience.
3. Proposed fee structure or budget.
4. Examples of similar project management or partner coordination experience.
5. Two references.

## Evaluation Criteria

Applications or proposals will be evaluated based on:

- Demonstrated project management experience.
- Experience managing multiple deliverables and timelines.
- Experience coordinating large groups of partners or stakeholders.
- Knowledge of Atlantic Canada's tourism landscape.
- Communication skills and professionalism.
- Understanding of collaborative regional projects.
- Relevant experience in UNESCO, nonprofit, government-funded, or community-based work.
- Value for money.
- Availability and fit with project timelines.