

PROFESSIONAL HIGHLIGHTS & SKILLS

Highlights

- * 15 years of progressive sustainable community planning experience
- * Worked with Federal, Territory, First Nations and Municipal Governments, NGOs, Labour & Businesses
- * Managed multicultural community based programs/services with multiple funders and program areas with up to 8 staff and budgets up to 2.5M

Skills

- * Building and maintaining strong relations with a cross section of individuals & organizations
- * Strong advocate for "ground level" community planning to achieve community goals
- * Project Management: community engagement, planning, implementation, monitoring, evaluation
- * Multi-stakeholder group work towards partnerships & common ground solutions
- * Facilitation, coordination, training, volunteer development, public presentations and consultations
- * Excellent communication, planning, facilitation, problem solving and writing abilities
- * Non-hierarchical supervision & collaboration

EDUCATION

Master of Arts

Simon Fraser University, Vancouver, BC

"Corporate Social Accountability: Ethical Purchasing Policies at the Public Institutional Level" 2003–'06

- An Action Research, multi-stakeholder approach (policy makers/managers/suppliers/purchasers/businesses/NGOs) to determine if socio-economic *Ethical Purchasing Policies* are feasible & actionable at Municipal & University levels

Certificate Program

Simon Fraser University, Vancouver, BC

Community Economic Development

2001–'03

- Focused on local / global development – social & economic sustainability (theory & practice) including social capital, community engagement, public policy initiatives, models & case studies, and micro credit financing

Bachelor of Arts

University of Victoria, Victoria, BC

Major in Social Anthropology

1997–'03

- Focused on Applied Anthropology, Community Development, Social Research (interviews, focus groups, gap analysis) Globalization, International Development, and Indigenous rights

PROFESSIONAL EMPLOYMENT

Private Practice – Awakening Sustainable Communities: www.JamesWood.ca

Global

Over Winter Consulting: www.OverWinterConsulting.org

Over Winter provides consulting, facilitation, and project management for organizations and communities to incorporate systems, structures, and practices which support personal and interpersonal wellness to foster a thriving internal culture, which increase operational flexibility and effectiveness, and which distribute power and authority throughout the whole.

Heathy Masculine Circles: www.JamesWood.ca/healthy-masculine

2014 – Current

James facilitates ongoing men's circles that provide an opportunity for men to share, be seen, and to offer each other witnessing and support. Participants explore the many meanings of "the healthy masculine," honour one another's experiences, and improve positive presence in families, friendships, and communities.

Business Planning – DragonFly

April 2014 – November 2014

Facilitated business planning and visioning process by bringing together key community stakeholders to cultivate the vision and strengths within the planning process.

Planning & Team Building – Tr'ondëk Hwëch'in First Nation, Health Department

September 2013

Facilitated specific tools and approaches to cultivate the interpersonal strengths within the Health Department by bringing awareness to the channels of feedback and communication.

Global Ecovillage Network (GEN-I)

Development Director

Findhorn, Scotland

2015 – 2016

Ensured that the structural foundations of this new Scottish Charity were well grounded, by nurturing the organizational structure through a SWOT analysis, while supporting the integration of specific models and practices to best inform the workings of the organization:

- Led the development of the organization through new key financial and fundraising structures and policies
- Developed key elements of the organizations' employment structures, payments, contracts and job reviews.
- Developed a SWOT analysis to lead GEN-I forward as a Scottish Charity, providing structure to meet legal requirements.
- In collaboration with the President, I ensured structural changes were implemented.

Yukon Government, Economic Development Department

Regional Economic Development Advisor - Program Review

Whitehorse, Yukon

2014 – 2015

Led the branch's Program Review by scanning national Economic Development best practices and creating a gap analysis of the branch's current suite of services. This will lead towards a recommendations report that will outline ways the branch can improve its Community Economic Development services to better reflect the needs of rural Yukon.

Yukon Government, Community Development Division

Senior Community Advisor, Our Towns Our Future (OTOF)

Whitehorse, Yukon

2013 – 2014

As the Senior Advisor, led the implementation process of the partnership between municipalities and the Yukon government to understand and address the challenges of municipal sustainability. Major accomplishments include:

- Worked directly with the administration and elected officials providing a direct link to the Government of Yukon and deliver advise, support and facilitation on a wide range of community issues and participate in community development.
- Evaluation of the first [Community Development Team](#), a pilot project which won the 2015 Premier's award of excellence
- Re-built the [OTOF website](#) in **SharePoint** to reflect implementation actions to date; built **SharePoint** platform for teams
- Designed the new Community Affairs website to include a [Municipal Resources](#) section on the WebSite
- Partnered with Saskatchewan to develop a [Yukon Sustainability Indicators](#) scoring tool.

Boulder County, Sustainability Office

Sustainability and Planning Specialist

Boulder, Colorado

2010 – 2012

Working in the County's Sustainability Office, collaborated with County/State/Municipal & local communities towards innovative sustainability initiatives, while promoting the County's current sustainability Programs & Services.

- Collaborated with Department Head's & Elected Officials to define & develop a Framework & Inventory towards an *Integrated Sustainability Plan*: [Sustainability Framework & Inventory](#) and [Planning for Sustainability: Best Practices](#)
- Networked, collaborated with, listened to, and educated community partners on Sustainability issues, plans & solutions
- Active in Regional & the National Sustainability Networks: [USDN.org](#), Regional & local Community Advisory Boards.
- Monitored & Evaluated Sustainability progress internally, while showcasing Boulder County Sustainability successes.
- Created, managed & updated the **SharePoint** Sustainability Website: [BoulderCountySustainability.org](#)

Yukon College

Program Manager / Instructor – Community College

Dawson City & Old Crow, Yukon

2008-'10 & 2005-'06

- Managed staff & budgets while planning with FN Chief & Council and Directors to assess community wants & needs
- Change Management: Hired all new staff, and facilitated move to a new location working with multi-stakeholders

Vuntut Gwitchin Government

Term Director of Health & Social Programs

Old Crow, Yukon

2006-'07

Directed department delivering programs & services in the areas of social assistance, family and child welfare, addictions and personal counseling, home care for Elders & clients with disabilities, community wellness and justice.

- Directed 6 staff, managed Budgets and Programs
- Networked, collaborated and built interagency partnerships – RCMP, Nurses, College, Government & First Nations

Community Mobilization Program – Federal Government

Community Project Assessment Coordinator – The Community Wellness Initiative

Watson Lake, Yukon

2005

- Project evaluation documenting the community wellness process with recommendations for future action

Federal Election – Campaign Manager

Federal Election Candidate Campaign Manager

Maple Ridge, BC

2004

- Managed candidate's schedule; responded to constituents' questions by phone, personal visits and email
- Wrote Press Releases, communicated with media & public on election platform issues by phone & at public events

Oxfam Canada**Vancouver, BC***Steering Committee Member & Production of Material*

2002–'04

- Steering Committee member guiding local policy, campaign initiatives, and attending AGM's nationally
- Economic Trade policy analysis researching and preparing documents for public and media releases
- Developed a training workshop and support paper and facilitated public workshops

BC Ethical Purchasing Group**Vancouver, BC***Founding Member*

2001–'04

Multi-stakeholder coalition working with Municipal policy makers to achieve common ground solutions on the development, implementation & compliance of standardized Ethical / Sustainable Purchasing Policies.

- Founded the BC Ethical Purchasing Group by bringing together multi-stakeholders & facilitating meetings
- Attended policy conferences in Los Angeles (2002), Toronto (2002), Seattle (2002) and Ottawa (2004)
- Organized, fund raised \$30,000 and facilitated an *Ethical Purchasing* conference, national in scope, in May 2004
- [EPP Final Report, 2005](#) outlines the conference findings with standardized policy templates.
- Member of the City of Vancouver's [Ethical Purchasing Policy](#) creation team

Foundation for the Peoples of the South Pacific (FSP)**Espiritu Santo, Vanuatu, South Pacific***Community Economic Development Project Assistant – Community Eco Forestry, Portable Sawmill*

2001

FSP is a not-for-profit, Non-Governmental Organization (NGO) focusing on sustainable development, particularly in the sectors of forestry and environment, health and nutrition, youth, small business and community capacity building.

- Lived in a rural remote community village for 6 months assessing the needs and wants of the community
- Evaluated the project's community & business process using SWOT analysis
- Assisted in Capacity Building workshops – Participatory Rural Appraisal Techniques
- Managed the local non-profit office when needed providing administrative support including project documentation
- Wrote a final evaluation project report & a socio-economic development paper to address possible project solutions

Victoria International Development Education Association**Victoria, BC & Cuernavaca, Mexico***Community Economic Development Project Assistant*

1999–'00

VIDEA engages teachers/students/youth/public focusing on the need for socially just and sustainable global development facilitating communication, cooperation & strategic networking, linking local & international issues with community initiatives.

- Project Assistant for an Agriculture CED project addressing economics & health affecting rural Mexico
- Initial research & outreach in the Victoria Office, then worked directly with the women & children in the project in Mexico.
- Lived in a small rural Mexican community to evaluate the CED agricultural project, and its impact.
- Wrote evaluation reports in English and Spanish for the Mexican NGO and CIDA – the funding agency

BOARDS & COMMITTEES**Colorado, USA***Regional Sustainable Purchasing Network & Strategies for Sustainability Networks*

Member, 2011–'12

Urban Sustainability Directors Network ([USDN.org](#))

Member, 2011–'12

Nederland & Town of Lyons Sustainability Advisory Board (SAB)

Member, 2010–'12

Sustainability Education & Outreach Committee (Boulder County)

Chair, 2010–'12

Yukon, Canada*Our Towns, Our Future, Yukon Government*

Senior Advisor, 2013–'14

Governing Council (GC), School of Visual Arts, Dawson City

Board Member, 2008–'09

Community Campus Committee, Yukon College, Dawson City & Old Crow

Chair, 2005–'06, 2008–'09

Interagency Committees, Dawson City & Old Crow

Member, 2005–'06, 2008–'09

British Columbia, Canada & International*Ethical Purchasing Policy Committee, City of Vancouver*

Member, 2003–'04

Steering Committee & BC Ethical Purchasing Group, Oxfam Canada, Vancouver

Member, 2002–'04

Vancouver Fair Trade Coffee Network (VFTCN)

Member, 2001–'04

Regional Community Planning Committee, Vanuatu, South Pacific

Member, 2001

Education & Development Committee, VIDEA, Victoria

Member, 1999–'00

FACILITATION & PRESENTATIONS

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| Awakening the Healthy Masculine <i>Facilitator – Private Practice www.JamesWood.ca/healthy-masculine (ongoing)</i> | Canada & UK 2013 – 2016 |
| Team Building, Tr'ondëk Hwëch'in First Nation, Health & Social <i>Facilitator – Private Practice www.JamesWood.ca/leadership (1 day)</i> | Dawson City, Yukon February 2014 |
| Ethical Purchasing Policy Conference <i>Organizer, Presenter, and Facilitator (3 day)</i> | Vancouver, BC May 2004 |
| 2010 Sustainable Olympic Mayor's Forum <i>Presenter and Organizer (1 day)</i> | Vancouver, BC December 2002 |
| Oxfam America “Making Change Happen” Conference <i>Presenter and Participant (4 day)</i> | Los Angeles & Seattle, WA August 2002 |
| Leadership Coach <i>Project Coach for 6 participants leading Community Projects (3 months)</i> | Vancouver, BC April–August 2001 |

TRAINING & CONFERENCES

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| Sociocracy Introduction <i>Participant – (1 day)</i> | Findorn, Scotland March, 2016 |
| Council Facilitation I & II <i>Participant in Training – (3 days each)</i> | Victoria, BC March & August 2015 |
| Soul Crafting Intensive (Bill Plotkin, <i>Animas Valley Institute</i>) <i>Participant – (5 day intensive)</i> | Salt Spring Island, BC July 2015 |
| Compassionate Communication (Non-Violent Communication, NVC) I & II <i>Participant – (3 days each)</i> | Whitehorse, Yukon February 2014 & October 2014 |
| Assertive Communication <i>Participant – Achieve Training Center (1 day)</i> | Whitehorse, Yukon November, 2013 |
| Procurement Training (Drafting, Tendering, Ethics, and Selection) <i>Participant – Procurement Law Office (procurementoffice.ca) (4 day)</i> | Whitehorse, Yukon October, 2013 |
| Statewide Sustainability Roundtable <i>Participant – Alliance for Sustainable Colorado (1 day)</i> | Colorado Springs, CO November, 2011 |
| Organizational Change, and Tools & Techniques for Sustainability <i>Participant – Sustainable Practices Program, University of Colorado (1 day each)</i> | Boulder, CO January–October 2011 |
| Cultural Competencies, Conflict Resolution, Change Management <i>Participant – Boulder County Employee Series (1 day each)</i> | Boulder, CO January–October 2011 |
| Planning Active Community Environments (PLACE) <i>Participant – Regional Institute Health & Environmental Leadership (1 day)</i> | Denver, CO September 2011 |
| Project Management Professional (PMP) training <i>Participant – PMP 101:Tools&Techniques (3 hrs); 401:Certification Review (43 hrs)</i> | Whitehorse, Yukon October 2007 & November 2009 |
| First Nation Education Summit and Capacity Development Conferences <i>Participant – Yukon College (3 day each)</i> | Whitehorse, Yukon March 2006 & October 2009 |
| Instructional Skills Workshop Program <i>Participant – Yukon College (3 day)</i> | Whitehorse, Yukon August 2009 |
