



Job Description: Lands & Consultation Coordinator

POSITION TITLE: Lands & Consultation Coordinator

DEPARTMENT: Environment

CLASSIFICATION: MGO-06

SALARY RANGE: \$65,000.00 to \$77,681.00 Per Annum

POSITION TYPE: Full-time, Permanent

LOCATION: Buffalo Narrows

ACCOUNTABLE TO: Environmental Project Manager

Brief Overview:

Under the direction of the Métis Nation–Saskatchewan (MN–S) Environmental Project Manager, MN–S is seeking a strong team player committed to quality service, to carry out objectives and to provide a range of services as the Lands & Consultation Coordinator. This full-time position will be based in Buffalo Narrow, SK.

Key Responsibilities:

- Oversee and carryout the day-to-day operations of the Northwest Saskatchewan Fish and Fish Habitat Policy Engagement project
- Develop and maintain a workplan for the project
- Coordinate, schedule, and facilitate engagement sessions and working group meetings for the project
- Promote and raise awareness for the project
- Identify and work with Buffalo Narrows Métis cooperatives fishers, First Nations, and community representatives in Northwest Saskatchewan
- Establish and work with a working group that consists of five local commercial fishers who have expertise in the NW commercial fishing industry
- Research priority areas identified by the fish and fish habitat working group
- Provide education to communities on current and evolving Fisheries Act policies related to fish and fish habitat protection that affect the seven communities via a community meeting and sharing of written information
- Develop contacts with DFO and other relevant federal and provincial agencies related to the work

Métis Nation–Saskatchewan (MN–S)

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- Write a Northwest Saskatchewan Fish and Fish Habitat Policy Report including summary of plans for ongoing structures and relationships for policy implementation
- Provide regular reporting to the DFO regarding progress on activities and objectives set forth by the project agreement

Other Responsibilities:

- Facilitate meetings in northwest community of Buffalo Narrows to collect knowledge on fish and fish habitat issues, including identifying any gaps in knowledge, developing a process to address gaps, and providing education to community members on Fisheries Act policies related to fish and fish habitat
- Develop and implement a workplan focused on moving the project initiatives forward in a timely manner
- Establish a working group and facilitate meetings that will share information, set priorities, and develop policy positions
- Build relationships and develop communication pathways with Métis cooperatives fishers, First Nations, and community representatives, and DFO
- Develop, strengthen, and nurture effective working relationships and synergies with government, industry, and strategic partners
- Provide regular reporting on results and outcomes of activities
- Provide final report including summary of plans for ongoing structures and relationships for policy implementation

Qualifications:

- Experience in a similar role and relevant training/certifications
- A minimum of one-year proven experience in a similar role
- Experience working in Northwest communities and freshwater fish and fish habitats
- Advanced computer skills including knowledge of Adobe and Microsoft Office programs including Outlook, Word, Publisher, Excel, PowerPoint, and Access.

Knowledge and Skills:

- Demonstratable knowledge of freshwater fish and fish habitats, and the Métis communities of Northwest Saskatchewan
- High level of proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint). Well-developed writing, public speaking, and presentation skills
- Well-developed coordination skills
- Ability to work independently and as part of a team
- Well-established network of contacts within Northwest Saskatchewan and/or relevant government agencies
- Knowledge of Métis culture and the structure of the Métis Nation Saskatchewan



Additional Requirements:

- Criminal background check (including Vulnerable Sector)
- Must be fully vaccinated against COVID-19
- Please submit resume, references, and cover letter to hr@mns.work by **11:59pm on December 5, 2022.**

As the government responsible for advancing rights and interests of Métis people in Saskatchewan, MN–S is committed to increasing the number of Métis employees working for the Nation. Hiring preference will be given to qualified candidates who are: Métis or another Indigenous group.

