



Job Description: **Mushkeg ni Pishkaapahtaynaan** **Conservation Coordinator**

POSITION TITLE: Conservation Coordinator

DEPARTMENT: Lands and Environment

CLASSIFICATION: MGO-06

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

POSITION TYPE: Full-time, Permanent

LOCATION: Saskatchewan

ACCOUNTABLE TO: Director of Environment

Brief Overview:

Muskegs have historically served a critical role in the ecosystems of Northern Saskatchewan and provided sustenance for the Indigenous peoples of the province. While they continue to serve a critical role and support Métis citizens they are under threat. Climate change and land developments and projects are changing the landscape of the north and threatening our citizen's way of life. Métis Nation–Saskatchewan (MN–S) has developed the Mushkeg ni Pishkaapahtaynaan program with the goal of better understanding and sharing the importance of muskegs to the Métis way of life, and future. This role will support conservation work on Muskegs as well as other conservation programs within the MN–S Ministry of Lands and Environment. The position will work closely with the Conservation Advisor position to create events, share information, mobilize and support communities and bring a voice to Métis conservation efforts in the province.

Key Responsibilities:

- Report to the MN–S Program Manager
- Help to develop and deliver program goals for the Mushkeg ni Pishkaapahtaynaan program
- Support the Conservation Program Advisor in community work.
- Support the development of further conservation projects within the Ministry
- As an Environmental Team Member, develop and set strategic professional and department goals and objectives in coordination with the Environmental Team.
- Prepare reports which may include monthly, quarterly, and annual reports on environmental program delivery.
- Support other work within the Ministry as required.

Métis Nation–Saskatchewan (MN–S)

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- Build and maintain strong partnerships with Métis citizens, communities, and organizations.
- Work with Federal program managers to ensure delivery of key aspects of proposals
- Other duties/responsibilities as determined by the Director of Environment or Program Manager
- Help coordinate research projects related to muskeg conservation.
- Work with research partners to develop muskeg research program

Qualifications:

- Minimum 1-2 years experience in environmental monitoring, or technical degree in environmental related studies
- Advanced computer skills including knowledge of Adobe and Microsoft Office programs including Outlook, Word, Publisher, Excel, PowerPoint, and Access.

Knowledge and Skills:

- Knowledge of Métis culture
- Knowledge of general office policies and procedures
- Strong communication skills including speaking, writing, and active listening skills
- Strong time-management skills along with the ability to prioritize daily tasks, organizational skills, and effective decision-making abilities
- Willingness to work within a team environment
- Skills in general administrative functions, including accurate typing, filing, ordering office supplies, maintaining office supplies and equipment
- Exceptional written and oral communications skills
- Excellent work attendance
- Sound problem solving and decision-making skills as well as attention to detail
- Interpersonal skills and an ability to demonstrate tact and diplomacy in difficult situations
- Embrace challenges and areas of rapid growth
- Ability to travel

Additional Requirements:

- Valid Saskatchewan driver's license and access reliable transportation
- Must undergo a Criminal Record Check with the Vulnerable Sector
- Please **submit resume, references, and cover letter to hr@mns.work by 11:59 pm on February 17, 2023.**
- Must be fully vaccinated for COVID-19.

Only candidates selected for an interview will be contacted.

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.

