



Job Description: Monitoring Coordinator

POSITION TITLE: Monitoring 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: Environmental Program Manager

Brief Overview:

Under the general supervision of the Métis Nation–Saskatchewan (MN–S) Environmental Program Manager, MN–S is seeking a strong team player to carry out program objectives of the Indigenous Community Based Climate Monitoring (ICBCM) Program. The Monitoring Coordinator will be responsible for the development and execution of the ICBCM program deliverables. This is a full-time position that is open to any location in Saskatchewan.

MN–S's ICBCM program aims to mobilize Métis traditional and environmental knowledge to assert greater stewardship and protections for the land. Indigenous knowledge will be supported by western scientific monitoring principles to form a Two-Eyed vision of land protection and conservation. The successful candidates will support community events aimed at better understanding Métis traditional knowledge and supporting communities in exploring that knowledge within the context of on-going climate change and environmental degradation. The role will require knowledge of Métis culture and the ability to participate in cultural activities and scientific monitoring. Interest and general knowledge of Indigenous monitoring training like the BEAHR program is required for the successful candidate.

In addition to execution of the ICBCM Program Deliverables, the Monitoring Coordinator will be required to:

- Liaise with contractors on this work, as required.
- Attend workshops, partake in training, and execute training and workshops in community.
- Support the MN–S Ministry of Lands and Environment in other program initiatives.

Key Responsibilities:

- Attend and provide training on topics of environmental monitoring.



- Create opportunities for community involvement in monitoring programs.
- Liaise with province, proponents, and other regulators on their monitoring programs and advocate for indigenous inclusion.
- Work on the development of the ICBCM Program including development of programming for future funding years.
- Support the Métis Guardians Coordinator as required.
- Plan, execute, and report on community engagement activities, surveys, and interviews with Métis citizens regarding monitoring projects.
- Develop and set strategic professional and departmental goals and objectives in coordination with the Environmental Team.
- Prepare reports which may include monthly, quarterly, and annual reports on program delivery.
- Build and maintain strong partnerships with Métis citizens, communities, and organizations.
- Other duties/responsibilities as determined by the Director of Environment or Environmental Program Manager.

Qualifications:

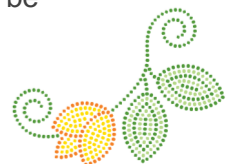
- Post-Secondary Education and/or Training and Experience in the field of Integrated Resource Management, BEAHR Indigenous Training Courses, Environmental Management, or related.
- 3-5 years' experience in program administration/development, environmental sciences, environmental monitoring, governmental affairs, and/or related field.
- An equivalent combination of education and/or experience that relates to the duties and responsibilities of this role may be considered.

Knowledge and Skills:

- Knowledge of Métis culture.
- Previous experience in monitoring, sampling, or research.
- Knowledge of models of Indigenous/Aboriginal governance, trends, Indigenous/Aboriginal funding programs, legislation and issues facing Métis or Indigenous peoples in Canada.
- Excellent written and verbal communication skills, with the ability to communicate effectively with internal and external stakeholders.
- Strong computer skills (including Microsoft Word, Excel, Project, Teams, and Outlook)
- Strong time-management skills along with the ability to prioritize many tasks and projects simultaneously.
- Must be able to work independently and confidently follow up on projects as required.
- Fully competent in Microsoft Office Suite (Outlook, Excel, Word, Project).
- Valid Driver's license and access to a personal vehicle is required.

Additional Requirements:

- Valid Saskatchewan driver's license and access reliable transportation
- Must undergo a Criminal Record Check with the Vulnerable Sector
- Travel and working outside of normal business hours (including weekends) may be required 2-3x per month.



- All applicants must be able to work remotely in a secure location maintaining client confidentiality.
- Work remotely with minimal supervision.
- Please **submit resume, references, and cover letter to hr@mns.work by 11:59 pm on June 11, 2023.**

Only candidates selected for an interview will be contacted.

