



## EMPLOYMENT OPPORTUNITY MISSISSAUGAS OF ALDERVILLE FIRST NATION

### Natural Heritage Coordinator Long-term Contract Position to March 31, 2019

#### Job Scope:

This position is primarily funded by the Aboriginal Fund for Species at Risk (AFSAR), Environment Canada. The successful candidate will assume the responsibilities as Natural Heritage Coordinator for Alderville's Black Oak Savanna and Tallgrass Prairie. The Natural Heritage Coordinator will work in conjunction with the Economic Development officer and reporting to Chief and Council.

#### Duties:

- Report to funders, securement of future funding, completion of all duties stated in funding agreements
- Coordinate volunteer events such as Wild Lupine plantings, tallgrass seed collections, prescribed burns
- Coordinate and implement all on-site restoration and monitoring activities
- Supervise staff at the Black Oak Savanna, and coordinate hiring process for summer field technician
- Conserve the ecological integrity of 150 acre site
- Coordinate inspections of other properties within the Alderville community; teach private landowners tallgrass conservation/restoration methods; conduct workshops
- Promote, coordinate and conduct educational tours of the site and education audio-visual presentations as requested (e.g. school group tours/project, post-secondary thesis projects)
- Liaise as necessary with external agencies such as the Rice Lake Plains Joint Initiative, the Karner Blue Butterfly recovery Team, educational institutes, etc.
- Maintain local interest and educate surrounding community about project activities via the Black Oak Savanna website, Alderville community newsletter, and conduct public consultation when appropriate
- Identify and protect populations of rare species; add newly identified species to project species list
- Facilitate completion of annual Field Report
- Take on new tasks as necessary to sustain project development

#### Qualifications:

- Must have post-secondary education in natural sciences, biology or environmental studies
- Must have strong computer skills (MS Office Suite) and capability to learn new computer software
- Must have proven project management skills, along with excellent time management and self-motivation
- Plant identification skills essential; background in tallgrass species a strong asset
- Knowledge of Alderville Black Oak Savanna/Tallgrass Prairie; relationship to the Rice Lake Plains an asset
- Proven skills in report writing and strong communication and interpersonal skills
- Experience with funding applications a strong asset
- Strong independent problem-solving abilities
- Knowledge of the history and dynamics of Alderville First Nation an asset
- Must have Valid Glass G driver's license and access to reliable transportation
- Must be willing to provide Criminal Reference Check and Vulnerable Sector Search upon conditional offer

**Deadline to apply: Thursday, March 23rd, 2017 at 4:00pm** (Late applications not accepted).

Applications can be delivered to the reception of Alderville First Nation Administration Office. Submissions must include a cover letter, resume along with three work related references and/or letters of reference. Electronic submissions should be sent as ONE document with YOUR NAME within the file name.

Alderville First Nation  
11696 Second Line Road P.O. Box 46  
Roseneath, ON K0K 2X0  
ATTN: **Tasha MacLeod**

Faxed applications to (905) 352-3242  
Emailed applications to **tmacleod@alderville.ca**  
Hand deliver or mail to address listed above – **RE: Natural  
Heritage Coordinator**

*We thank all who apply; however, only those selected for an interview will be contacted.  
Chief and Council retain the right to make the final decision on the selection of the successful candidate.*