



JOB POSTING
Natural Heritage Coordinator
Maternity Leave Contract

Interested Candidates: Applications ***must*** include a cover letter, resume and three work-related references and/or letters of reference.

Alderville First Nation is seeking a dependable, knowledgeable individual to fill the position of ***Natural Heritage Coordinator***. This is a ***long-term contract for ~12 months*** - full-time position at 35 hours per week. *Must be flexible and available for after hours and during weekends as required.* The successful candidate will work under the direct supervision of the Economic Development Officer.

Job Scope: The Natural Heritage Coordinator is responsible for managing all natural heritage, restoration and GIS projects for the Alderville Black Oak Savanna (ABOS) and associated restoration sites/initiatives.

Key Job Functions:

Planning and Advisory Services

- Coordinates & manages the activities, resources, equipment and information for ABOS Natural Heritage, restoration and GIS projects;
- Collaborates with the Research and Restoration Coordinator in relation to field activities to identify project requirements, scope and objectives;
- Pursues grants and financial support/initiatives for ABOS; conducts grant and report writing in accordance with contribution agreements;
- Point of Contact for ABOS role in Rice Lake Plains Joint Initiative (RLPJI) and all other partners, communicates project status adequately to all participants;
- Holds and directs quarterly ABOS Advisory Board meetings;
- Arranges stewardship events and workshops including tours of the ABOS site/educational presentations.

Liaison

- Positively represents and promotes the ABOS and AFN; exchanges information and keeps informed of changes and trends in the environmental sector/community;
- Advocates on behalf of ABOS and AFN with government or other agencies via attendance at meetings and round tables;
- Develop relationships with First Nations and other local, provincial and federal agencies in order to maintain a mutual awareness of needs, problems and policies;
- Keeping up to date on government programs, funding and grants and other initiatives relating to First Nations.

Administrative

- Prepares project proposals, timeframes, schedules and budgets; monitors and tracks project's progress and handles issues that arise;
- Creates and maintains project documentation, including regular reports on project status and progress as required by funding agreements.

Policy and Program Development

- Assists with the development of ABOS and AFN department policies, procedures and standard;
- Report on the adequacy of operational policies, procedures and standards.

Minimum Qualifications:

- Post-secondary degree or diploma in an area related to natural sciences, biology, environmental studies and/or GIS;
- Minimum of 3 years' experience working within the environmental field in a professional role;
- Supervisory experience with sound knowledge of time management, self-motivation and associated principles and practices an asset.
- Must have valid Class 'G' driver's license with reliable method of transportation;
- Current Criminal Reference Check and Vulnerable Sector Search required (if position offered).

Preferred Experience:

- Proven project management, report writing skills and demonstrated experience in financial reporting/grant writing/management;
- Plant and wildlife identification skills; background in Tallgrass/Prairie species is a strong asset;
- Strong independent problem-solving abilities;
- Excellent oral & written communication skills, interpersonal skills, group facilitation/presentation skills,
- Advanced Computer skills: Microsoft Office Suite and experience/proficiency with database management and GIS software (ESRI);
- Work experience with a First Nation or Aboriginal Organization.

Salary: Alderville First Nation Salary Grid will apply – targeted start rate is \$22.10 per hour.

Deadline to Apply: **Open until filled** - first screening Tuesday, June 25th, 2019 at 4:30 p.m.

How to apply: *Applications must include a cover letter, resume and three work-related references and/or letters of reference.*

Persons of Aboriginal ancestry are encouraged to apply and should identify themselves in their cover letter.

Applications can be hand delivered to the reception area of the Alderville First Nation Administration Office or:

E-mailed to: mlevesque@alderville.ca

Fax to: (905) 352-3242

Mailed to: Alderville First Nation

11696 Second Line Road, Roseneath, Ontario K0K 2X0

Attention: HR Manager, Melissa Levesque **Re:** *Natural Heritage Coordinator*

For full job description, contact Melissa Levesque at (289) 435-2008. 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.