

Job Posting

Career Opportunity: Environmental Program Officer

Department: Environment and Remedial Works
Salary Grade 4: (Min. \$45,431.00 – Max. \$60,650.00)

Location: To be Determined – In Community
Status: Temporary (Until March 31, 2023)

Core Functions:

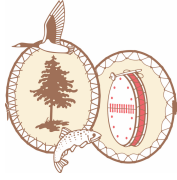
The Environmental Program Officer is responsible for developing, coordinating, and assessing projects and programs under the Challenge Fund. He/she works closely with the Coordinator of Protected Areas (CPA), the Challenge Fund team, and representatives of Cree communities and entities, on projects to monitor water and wildlife within the protected areas network in Eeyou Istchee.

Functional Responsibilities:

- Support Cree communities, entities, and other partners in developing and executing projects and programs to collect, record, and compile data related to water and wildlife in protected areas.
- Liaise and coordinate with representatives from Cree communities and entities to ensure projects are advancing according to budget and timeline and escalate issues as necessary.
- Assist in prioritizing and conducting ecological monitoring and fieldwork as assigned.
- Coordinate events, training, projects and programs related to the collection and monitoring of wildlife and water.
- Assist the Challenge Fund Administrator (CFA) in developing and monitoring proposals and plans for all approved projects related to wildlife and water.
- Provide support to the Financial Program Officer (FPO) in developing and monitoring budgets for all approved projects.
- Ensure that projects and programs are aligned with Cree Nation Government's objectives, procedures, policies and budget.
- Collaborate with various Cree Nation Government departments and Cree entities to access and implement applicable initiatives and projects.
- Organize and facilitate project meetings, as well as prepare agenda and minutes.

Reporting Responsibilities

- Develop and track budget based on action plans and forecasted project costs.
- Collaborate with the FPO to monitor all transactions, expenses, invoices, and payments to ensure compliance with financial processes and procedures.
- Provide regular and accurate progress and final reports on approved projects and programs to the CFA.



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- Conduct follow-up assessments of all completed activities and evaluate project results.

Other Responsibilities

- Maintain up-to-date knowledge and skills in area(s) of responsibility.
- Perform other duties as required.

Education

- College Diploma in Environmental Science, Wildlife or Natural Resource Management, or related field.

Experience

- One to three years of relevant experience.

Language

- Fluency in verbal Cree and English.
- Fluency in French is an asset.

Knowledge and Abilities

- Knowledge and understanding of Cree context.
- Proven organizational skills and ability to coordinate multiple projects.
- Good attention to detail and accuracy.
- Basic knowledge of budget, accounting, financial reporting, and program coordination.
- Strong communication and interpersonal skills.
- Demonstrated judgment and proven ability to problem-solve.
- Ability to take initiative.
- Established ability to adapt to a changing environment.
- Proficiency in Microsoft Office products.

Additional Requirements

- Typical office setting where there are no unusual physical demands.
- Willingness to travel regularly.

The Cree Nation Government may, at its discretion, waive any or all of the aforementioned requirements if a suitable candidate who is a JBNQA beneficiary accepts to follow a training plan determined by the Cree Nation Government as a condition of employment.

Application Period

From September 25, 2020 to October 9, 2020

Application

Your application must be sent by email or fax with the competition number: **ERWD-200925-1**

Sabrina Shahidi

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