

Job Posting

Career Opportunity: Conservation Program Officer

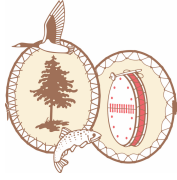
Department: Environment and Remedial Works
Salary Grade 4: (Min. \$45,431.00 – Max. \$60,650.00)

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

Core Functions:

The Conservation Program Officer (CPO) is the central resource supporting the Coordinator of Protected Areas (CPA) and ensuring successful delivery of Cree Nation Government's conservation-related programs and initiatives. The incumbent is responsible for the facilitation of projects, budget development and deliverables. More specifically, the incumbent will liaise with external partners, Cree community representatives and Cree entities on protected areas programs and initiatives.

Functional Responsibilities:



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Reporting Responsibilities

- Develop and track budget based on action plans and forecasted project costs.
- Collaborate with the Financial Program Officer to monitor all transactions, expenses, invoices, and payments to ensure compliance with financial processes and procedures.
- Provide regular and accurate progress reports and final reports on approved projects and programs to the CPA.
- 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 Natural Resource Management, Environmental Studies, Anthropology, Geography, or related field.

Experience

- One to three years of relevant experience.
- Experience in conservation or protected areas with emphasis on complex, inter-departmental funding administration, data management, financial data management and analysis.

Language

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

Knowledge and Abilities

- Proven organizational skills and ability to coordinate multiple projects.
- Demonstrated attention to detail and accuracy.
- Strong communication and interpersonal skills.
- Works well in a team environment.
- Basic knowledge of budgeting, accounting, financial reporting, and program coordination.
- Proven ability to demonstrate strong judgment and problem-solving in complex situations.
- Ability to work under pressure and adapt to a changing environment.
- Demonstrated ability to take initiative.
- 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-200925-2**

Sabrina Shahidi
Training and Development Specialist
Email: hr@cngov.ca
Tel.: 514-861-5837
Fax: 514-861-0760