

בׁאל חעאיירותי Cree Nation Government Gouvernement de la Nation Crie

# **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:**

- Assist the CPA with the identification of priorities and development of operational plans for various conservation programs and initiatives, and projects with Cree communities and entities.
- Work closely with the Challenge Fund team to ensure effective cooperation on projects and advancement of the protected areas file.
- Conduct needs assessments to determine program priorities including training needs and provide recommendations.
- Organize and manage logistics for community consultations.
- Develop and deliver presentations on protected areas programs and initiatives.
- Collaborate with the Communications team to develop and implement a Communication Plan related to protected areas.
- Liaise with various Cree Nation Government departments and Cree entities to access and implement applicable initiatives and projects.
- Develop and maintain excellent working relations with Cree communities and organizations, key stakeholders and external consultants, in order to facilitate the development and delivery of programs.
- Assist in the development of the protected areas network and its management through collaboration with contractors and other experts, and consultations with the communities.

### **Career Opportunity: Conservation Program Officer**



### **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** 

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