



## **EMPLOYMENT OPPORTUNITY – Environmental Coordinator**

**Staffing Process Number: DLRM/ACFN-2023-001**

The Athabasca Chipewyan First Nation (ACFN), Dene Lands and Resource Management (DLRM) department is seeking to fill one (1) full-time, permanent position of **Environmental Coordinator**. This permanent role consists of 5 days on, 2 days off: Monday to Friday, 7.5-hour days, and 37.5 hours per week. However, schedule and work location may change from time to time to meet operational requirements. The role reports to the Director, Rights and Lands, DLRM, and is responsible for overseeing various environmental programs within the Rights and Lands Department within Dene Lands and Resource Management, Athabasca Chipewyan First Nation (ACFN/DLRM).

This is a local position to **Fort McMurray, AB.**, and the successful candidate is responsible for their own accommodations and transportation.

### **GENERAL RESPONSIBILITIES**

- Performs all duties and responsibilities in accordance with the ACFN/DLRM policies, standards and procedures, and as directed by the Chief and Council/Board.
- Maintains confidentiality on all matters relating to the affairs of the ACFN/DLRM.
- Leads, manages and participates in the work of the Rights and Lands Department, which includes: Supporting ACFN efforts to protect ACFN lands, waters and wildlife by building ACFN environmental and Indigenous Knowledge into a rights-based framework for protecting and affirming ACFN's aboriginal and treaty rights.
- Assists with the implementation of the Environmental schedules of the various IBA's with industry.
- Engaging community members with expertise in Indigenous Knowledge and land use information.
- Reporting on the status of ACFN lands, rights and environmental issues within ACFN territory.
- Supporting the negotiation and implementation of agreements that advance the above objectives.
- Other priorities and tasks as directed by the Chief and Council/Board.
- Develop work-plans and implement strategies to advance the above objectives, and will be accountable for the work of the environmental coordinator as outlined above.
- Coordinate with and work collaboratively with the Director, DLRM, and other ACFN managers and departments as required.
- Coordinate and work collaboratively with staff providing shared support and administrative functions at ACFN/DLRM.
- Develop and manage budgets to ensure sound financial management and accountability within the Rights and Lands Department.
- Provide professional applied scientific project outputs and advice on ecological integrity.
- Environmental issues, ecosystem management and Species at Risk, including aquatic components, historic sites.
- Manages, coordinates and communicates resource management activities, programs and applied research.
- Knowledgeable of relevant community policies and provincial and federal.
- Government regulations (e.g. sport fishery, commercial fishery, mining exploration, hunting regulations, trapping, pollution, etc.)
- Negotiate contracts for services, approve invoices, maintain financial records.
- Negotiate project funding from various organizations – industry, government, environmental and independent.
- Identify objectives of the projects and determine the requirements that must be met to accomplish those objectives, (for example, facilities, equipment and services).

- Contributes as a team member to the overall plans and objectives; Working cooperatively and effectively with DLRM staff members.
- Contributing and utilizing the database of Elders & Membership's feedback and interviews for use in validating Athabasca Chipewyan First Nation's concerns and issues.
- Assisting with establishing and maintaining an information centre for collecting, updating and retaining data and information on local and regional resource development.
- Assisting with the collection and maintenance of traditional knowledge, historical, economic, environmental, baseline and demographic studies and contributing to the development of policy, protocols and guidelines.
- Participating in applicable regional initiatives, workshops, conferences and meetings to build expertise and capacity that would enhance the implementation of the ACFN DLRM.
- Contributing to DLRM communication strategies and activities such as news bulletins, membership and Elders meetings and retreats.
- Attending cultural and community events of the Athabasca Chipewyan First Nation to strengthen relationships with the community.
- Other duties as assigned.

### **QUALIFICATIONS AND EDUCATION**

- Post-Secondary degree in a related discipline (various disciplines will be considered).
- Three to Five (3-5) years of environmental related experience
- Experience in managing budgets and organizational expenditures.
- Working knowledge of ACFN rights and land use.
- Experience in Indigenous rights and evaluation of potential impacts on rights.
- Experience in planning, environmental research and monitoring, and in the evaluation of environmental impacts in an Indigenous rights context.
- Experience with the collection and documentation of Indigenous knowledge.
- Excellent leadership skills, including role-modelling and mentorship.
- Valid Class 5 Driver's Licence.
- Microsoft and Google computer skills (Word, Excel, PowerPoint, Outlook, and Google Docs).
- Strong initiative demonstrated ability to work independently and collaboratively.
- Contribute towards realizing ACFN objectives.
- Knowledge and understanding of First Nations' needs, issues and concerns.
- Knowledge and understanding of First Nations' issues pertaining to treaty rights in relation to the land.
- Knowledge and understanding of First Nations' culture, communities and their respective organizations.
- Knowledge of the regional environment and awareness of the industry and resource development in the area.
- Knowledge and understanding of the applicable Provincial and Federal Regulations and regulatory processes.
- Ability to incorporate traditional knowledge into the program.
- Excellent / good interpersonal and people management skills.
- Ability to organize, prioritize and manage workload.
- Exceptional integrity and professionalism.
- Strong research skills.
- Strong analytical skills.
- Strong project coordination skills.
- Demonstrated ability to multi-task and adapt in a flexible and fast paced environment.
- Ability to accept responsibility and demonstrate accountability.
- Ability to organize, prioritize and manage workload.
- Exceptional integrity and professionalism.
- Strong team player.
- Ability to assist other First Nations with emergency situations and program development.

- Exceptional / strong planning, organizational and coordination skills.
- Exceptional / strong mediation and conflict management skills.
- Ability to work independently / with minimal supervision.
- Ability to consistently demonstrate tact, discretion, and sound judgment.
- Exceptional / strong oral and written communication skills.
- Strong cultural sensitivity and understanding.
- Strong computer skills.
- Criminal Records Check.
- Ability to work flexible hours – weekends and holidays if necessary.
- Ability to travel as required for the position.
- Ability to be successful with a pre-employment drug and alcohol test as well as a criminal record check.
- Willingness and ability to travel; and is condition of employment.
- Willingness to sign a Confidentiality Agreement.

*Salary will be dependent on experience and qualifications.*

Interested candidates are invited to e-mail a covering letter and résumé quoting **Staffing Process Number: DLRM/ACFN-2023-001**, in confidence to [HR@acfn.com](mailto:HR@acfn.com)  
**Closing Date:** Résumés will be accepted until a successful candidate is found.

*Employment Equity is a factor in the selection process. Applicants are requested to include in their covering letter or résumé if they identify and are a member of the following group: Indigenous People (ACFN, MCFN, FMFN, etc., status or non-status, Inuit or Métis). Preference may be given to Indigenous People.*

*Marsi cho/Thank you to all who apply, however, only those selected for an interview will be contacted.*