

MATAWA FIRST NATIONS MANAGEMENT



FOUR RIVERS GROUP Job Description

GEOMATICS INTERN

PURPOSE OF THE POSITION

Established in 2011, the Four Rivers Group provides environmental advisory and technical services, **centered in supporting self-sufficient and self-reliant communities**. Key services focus in the areas of Project Management, Communications & Engagement, Geospatial Information Systems & Mapping, Training, and Environmental Services.

Four Rivers Group employees operate in a team environment, where tasks are shared between team members based on individual team member strength, availability and operational need. Four Rivers Group requires the skills of a Geomatics Intern to work as part of the Four Rivers team to deliver on multiple environmental programs and projects.

SCOPE

Matawa First Nations Management (MFNM) is the parent organization to the Four Rivers Group. The Four Rivers Group carries out projects and initiatives both on behalf of MFNM and wholly owned subsidiaries of MFNM, including Four Rivers Inc. Those projects and initiatives of MFNM, which are publicly funded and in service of the Matawa member First Nations is referred to as the operations of Four Rivers Matawa. Those projects and initiatives of Four Rivers Inc., which are for-profit and in service of any community or group are referred to as the operations of Four Rivers Inc. The Geomatics Intern will support the advancement of any project or initiative affiliated with the Four Rivers Group, while advancing their technical skills and capacity within the geomatics field.

The Four Rivers Group was initially established to support Matawa member First Nations in environmental stewardship and capacity building for resource development. Over the years Four Rivers Group has developed into a team of dedicated and enthusiastic professionals from a wide array of experiences and backgrounds. The team supports a large number of projects and initiatives across Northern Ontario year-round. Four Rivers Group strives to deliver services that are community-centered and innovative.

The Geomatics Intern will work under the supervision of the Geomatics Project Manager and the Manager of Environmental Programs, or their designate, as part of the Four Rivers Group team. The Geomatics Intern will assist in supporting all Four Rivers Group projects and activities related to geomatics and other projects as required, and will ultimately help Four Rivers Group achieve overall operational goals. The Geomatics Intern will need to possess a multitude of skills from customer service, and public relations skills to communication and organizational skills as well as skills in the areas of Geomatics (GIS, GPS, Online Mapping Applications, etc.), in order to carry out a wide variety of tasks and duties in a highly variable and dynamic work environment.

RESPONSIBILITIES

The Geomatics Intern will assist with the delivery of Four Rivers Group (FRG) programs through research, outreach and communication initiatives. Responsibilities include:

1. Systems Maintenance

Main Activities

- Assist with maintaining Four Rivers Group geomatics services.
- Correspond with clients to meet geomatics needs.
- Gather, analyze, and integrate spatial data in GIS as required.
- Participate in the maintenance of equipment and software used for FRG geomatics services.

2. Mapping Support

Main Activities

- Generate cartographic products as required and requested by FRG clients and employees.
- Assist with standardizing cartographic products.
- Generate and maintain frequently requested maps for regular availability and distribution.

3. Training & Mentoring

Main Activities

- Travel and deliver hands-on GIS, GPS, and related computer or other training to FRG clients as requested and required.
- Assist in maintaining and advancing the FRG geomatics training program.
- Support FRG clients, Matawa First Nation community members, youth, and MFNM staff in geomatics capacity building.

4. Service Development and Advancement

Main Activities

- Expand FRG client access to GIS applications and functionality, including but not limited to ArcGIS Online, smartphone and tablet applications.
- Develop youth engagement activities related to geography, mapping, orienteering, GPS, GIS and related computers.
- Foster partnerships with academic institutions and industry to expand geomatics services and accessibility.
- Provide advice and support for developing community geomatics systems as requested.

6. General

Main Activates

- Assist with the development and delivery of FRG programs and services.
- Assist with preparation of general correspondence and reports as required;
- Attend meetings as requested and required;
- Assist with the preparation of proposals and funding applications for various environmental programs or projects as required;
- Assist with the development and delivery of training initiatives;
- Adhere to the MFNM and FRG Quality Management System requirements and participate in the maintenance and advancement of standards;
- Support FRG staff, FRG programs & services and the Matawa First Nation communities; and,
- Travel to road-access or remote (air accessible) communities if required.

7. Additional duties as requested or required.

ELIGIBILITY:

Subject to funding approval, the Geomatics Intern position may be funded with the assistance of the Northern Ontario Heritage Fund Corporation (NOHFC). Incumbents must meet the specific criteria listed below to be deemed eligible for position funding. Prior to the hiring of this position, selected candidates will be assessed by NOHFC to verify eligibility.

- The candidate is a graduate of a college or university from any country with qualifications in a field of study that is **related to the Geomatics Internship**
- The candidate must be graduate of post-secondary degree or diploma program.
- The position must provide the intern with first time employment in their field of study.
- The candidate must not have previously participated in an internship program supported through NOHFC.
- The candidates must be legally entitled to work in Canada.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Diploma/Degree in geography, environmental studies or science (or related field);
- Knowledge in Geomatics Systems, including GIS and GPS Units,
- Understanding of ESRI ArcGIS platforms;
- Knowledge of database management systems and techniques;
- Must have a good multidisciplinary environmental background;
- An excellent understanding of First Nations environmental issues and land, resource and environmental planning;
- First Nation Traditional Values Mapping experience would be an asset;
- Knowledge of First Nations Governments, Native Culture, traditions and lifestyles;
- Experience with working with First Nations;
- Teaching experience would be an asset;
- An understanding of biology; geology; and geography with research/field experience would be an asset;
- Knowledge of the methods and techniques of collecting, analyzing and reporting data, especially environmental and/or natural resource data would be an asset; and
- Project Management experience would be an asset.

Skills

The incumbent must demonstrate the following skills:

- Basic knowledge in the operation of geomatics equipment and software, preferably ArcGIS, Garmin and Trimble GPS units;
- Ability to self-train in technical subject areas through the use of manuals and computer based training;

- Excellent communication (oral and written) skills;
- Excellent organizational and multi-tasking skills;
- Excellent interpersonal skills;
- Must have strong analytical, evaluation and assessment skills, and knowledge of computer applications, including Microsoft Office;
- Ability to speak and understand Ojibway/Cree would be considered an asset; and
- Possession of a valid Ontario Driver's License.

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of the Geomatics Intern. The incumbent must also demonstrate the following personal attributes:

- Must be self-motivated and able to work independently, with minimal supervision and general instructions;
- Must take initiative when performing duties;
- Ingenuity and interest in expanding community access to GIS applications and functionality.
- Reliable; and
- Punctual.

WORKING CONDITIONS

The Geomatics Intern will work primarily in an office setting and may also be required to travel to the field (i.e. First Nation communities, remote communities, wilderness, lakes/ivers, wetlands, heavily forested areas) to perform the roles and responsibilities associated with their position.

Physical Demands

The Geomatics Intern may have to travel in all weather, in small aircraft or spend prolonged periods of time in a vehicle. He/She may have to lift, carry and manage office equipment and supplies. He/She may have to walk long distances outdoors over rough terrain, carrying heavy field equipment. He/She may have to wear specialized field or safety equipment which may be heavy and overly warm (ie steel toed boots, chest waders etc.). He/She, while outdoors, may be exposed to various insects, and weather conditions (hot, cold, rain, snow). He/She may have to work odd or long hours at a time to complete special requests or projects. He/She may have to spend long hours sitting and using office equipment, computers and attending meetings.

Environmental Conditions

Office setting:

The Matawa Building may be a busy facility. The Geomatics Intern may have to work with a number of people and projects at one time, and may be interrupted frequently to meet the needs and requests of Matawa First Nation Communities and Four Rivers Environmental Services Group. He/She may find the environment to be busy, noisy and will need excellent organizational, and time/stress management skills to complete the required tasks.

Field setting:

The Project Geomatics Intern

may be required to work in various weather conditions (hot, rain, snow cold). He/She may have to work alone in remote environments and wilderness. Field work can be physically demanding (carry heavy loads, walking for long periods in rough terrain). He/She may be required to carry and use safety gear (i.e. first aid, radios, life jackets, GPS, compass, protective gloves or glasses) and navigate by map. He/She may have to work for long periods of time outdoors, and may be exposed to various insects and some remote camping. Occasional site visits may be required to industrial sites. All site-specific safety controls must be adhered to, along with site specific safety training and equipment.

Sensory Demands

Sensory demands can include reading and the use of computer which may cause eye/wrist strain and occasional headaches. The Matawa office at times may be noisy and busy making it difficult for the Geomatics Intern to concentrate.

Mental Demands

The Geomatics Intern will have to manage a number of requests and projects at one time. He/She must be aware of Tribal Council policies and procedures. They may have to complete a number of tasks and responsibilities at one time, and must be prepared to deal with stressful situations. Travel and field work may cause fatigue.

CERTIFICATION

<p>_____ Employee Signature</p> <p>_____ Printed Name Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>_____ Manager of Environmental Programs</p> <p>_____ Supervisor's Title</p> <p>_____ Supervisor's Signature Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____ Chief Executive Officer's Signature Date</p> <p>I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.</p>	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.