

# MATAWA FIRST NATIONS MANAGEMENT



## FOUR RIVERS GROUP Job Description

### STEWARDSHIP INTERN

## **PURPOSE OF THE POSITION**

Established in 2011, the Four Rivers Group (FRG) 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, 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. At this time, Four Rivers Group requires the skills of the Stewardship Intern, who will work under the general supervision of the Four Rivers Manager of Environmental Programs (FRG Manager) and/or his/her designate, and will work as part of a team to deliver Four Rivers programs.

## **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 publically funded and in service of the Matawa member First Nations, are 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 Stewardship Intern will support the advancement of any project or initiative affiliated with the Four Rivers Group, and well as support initiatives associated with Matawa First Nations Management's affiliate corporations where applicable.

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. Four Rivers Group strives to deliver services that are community-centered and innovative.

The Stewardship Intern position is a new and unique position within the Four Rivers Group, developed to specifically respond to emerging new projects and longer term capacity building strategies. While the Stewardship Intern will assist and support all Four Rivers Group projects and activities, and will ultimately help Four Rivers Group achieve overall operational goals, there will be a specific research and education training component associated with this position. More specifically, it is expected that the Stewardship Intern will pursue graduate studies centered on specific Four Rivers Group research priorities. While this learning opportunity will be significantly supported by the Four Rivers Group, there is onus on the Stewardship Intern to complete some components of these studies in their own time.

In accordance with anticipated funding requirements, this position is only available to members of the nine Matawa member First Nations at this time.

## **RESPONSIBILITIES**

The Stewardship Intern's primary responsibilities will relate advancing emerging new projects associated with water stories and climate change mapping, as well as cultural frameworks for watershed stewardship and Four Rivers' new longer-term capacity building strategies. Four Rivers Group anticipates the Stewardship Intern to support other projects and perform other tasks, as needed, according to their strengths, skill set & operational need.

### **1. Research and Reporting Activities**

#### Main Activities

- a. Research environmental topics, environmental health concerns, and potential impacts associated with resource development, climate change, infrastructure and other topics of interest;
- b. Research lands and resource management/watershed stewardship/adaptive management methodologies and protocols, and develop strategies and frameworks for implementation;
- c. Research science communication methodologies;
- d. Travel to communities or research partner institutions to support research initiatives where applicable;
- e. Prepare summary reports, presentations, posters and other media on research topics;
- f. Develop and maintain a lands and resource/stewardship research initiative database; and,
- g. Assist with the management and coordination of research contracts or initiatives.

### **2. Assist with providing Community Support & Mentoring**

#### Main Activities

- a. Provide technical support and expertise to FRG clients regarding day-to-day requests for lands and resource/stewardship information, project impacts, and technical information analysis;
- b. Provide mentoring/outreach on environmental science, environmental monitoring, environmental assessments, freshwater habitats, ecosystem health, land and resource management, GIS/GPS, land use planning, environmental site assessments and contaminated sites; and,
- c. Support FRG clients, First Nation community members, youth, and MFNM staff in environment or lands and resource or stewardship capacity building.

### **3. Participate in Pilot Long-Term Capacity Building Strategy**

- a. Assist with the development of formal and substantive capacity building programs through participation in a pilot education model, merging post-secondary training opportunities with employment pursuits.

4. **Provide Project Management Supports to Assigned Affiliated Projects**

Main Activities

a. Planning:

- i. Will meet with clients, FRG and MFNM staff, and potential partners or stakeholders to build partnerships, and develop and define projects;
- ii. Will develop project workplans with consideration of available resources, real world constraints, project risks and potential shortfalls;
- iii. Will research and pursue project opportunities and coordinate the development of project proposals; and,
- iv. Will evaluate success of proposals and coordinate improvement.

b. Implementation

- i. Will coordinate project resources according to project needs and constraints;
- ii. Will develop and implement project scheduled, including setting and working to achieve project milestones;
- iii. Will track project deliverables, resources and expenditures;
- iv. Will meet/liason with project clients and stakeholders to report on the project and advance project interests;
- v. Will follow, carryout, and enforce all project specific policies and procedures including procedures relating to sensitivity, communications, procurement; and,
- vi. Will evaluate and report on project progress and client satisfaction.

c. Closure

- i. Will sign-off on project and/or validate project completeness;
- ii. Will ensure all project reporting is complete in accordance with contract and project needs;
- iii. Will evaluate and report on project success; and,
- iv. Will develop recommendations and or workplans for next steps, if applicable.

5. **General**

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

# **KNOWLEDGE, ELIGIBILITY, SKILLS AND ABILITIES**

## **Knowledge**

The incumbent must have proficient knowledge in the following areas:

- Required: Post-Secondary Degree in Science or Environmental Studies
- Required: Knowledge of First Nations Governments, Culture, Traditions and Lifestyles
- Required: Knowledge of the methods and techniques of collecting, analyzing and reporting data, especially stewardship, environmental and/or natural resource data
- Preferred: Candidates who have completed an undergraduate thesis as part of their academic studies
- Preferred: Candidates with formal project management training and experience, with eligibility to pursue PMP designation
- Preferred: Candidates with significant experience working with First Nations, preferably on issues related to natural resource management, resource development and stewardship.
- Asset: Candidates with experience working on research projects
- Asset: Candidates with experience working in consulting
- Asset: Candidates with education or experience working with geospatial information systems and traditional knowledge collection

## **Eligibility**

Four Rivers Group is seeking third party resources to support this position and its associated learning opportunities. While additional eligibility requirements may apply, candidates must be:

- A member of one of the nine Matawa member First Nations
- Eligible to pursue graduate studies at one of our Matawa Water Futures partner institutions (Wilfrid Laurier University, Lakehead University and Laurentian University).

## **Skills**

The incumbent must demonstrate the following skills:

- Excellent communication (written & oral) skills
- Excellent interpersonal skills
- Excellent time management skills
- Ability to work under pressure
- Ability to multi-task and set priorities
- Experience or skills with communications media (social media, web, graphic design, video) would be considered an asset.
- Excellent analytical, evaluation & assessment skills
- Attention to detail oriented
- Must be self-motivated, with ability to work with minimal supervision
- Most have a valid driver's license
- Ability to speak and understand Ojibway/Cree would be considered an asset

## **Personal Attributes**

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

- Honest and trustworthy
- Sound work ethics
- Cultural awareness & sensitivity
- Respectful
- Well-organized
- Outgoing & personable
- Open to challenges & learning
- Dedicated
- Flexible/adaptive & innovative
- Patient

## **WORKING CONDITIONS**

The Stewardship 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/rivers, wetlands, heavily forested areas) to perform the roles and responsibilities associated with their position.

### **Physical Demands**

The Stewardship 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 (i.e. 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 Stewardship 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 the Matawa member 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 Stewardship 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 Stewardship Intern to concentrate.

### **Mental Demands**

The Stewardship 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

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

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.