

# MATAWA FIRST NATIONS MANAGEMENT



## FOUR RIVERS GROUP Job Description

### CLIMATE CHANGE & POLICY SPECIALIST

## **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 Climate Change & Policy Specialist, 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 Climate Change & Policy Specialist 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 Four Rivers Group requires a Climate Change & Policy Specialist to research, monitor and analyze environmental concerns and trends, to support our clients and member First Nation communities to be in an enhanced position to adapt and respond to environmental changes. It is anticipated that outreach and awareness will be a large component of the Climate Change & Policy Specialist's activities, which will include travelling to member First Nation communities on a regular basis to provide information, mentorship and support. It is also anticipated that some project management and coordination responsibilities will be involved. Overall, the Climate Change & Policy Specialist will be an important member of the Four Rivers team, in not only helping deliver some important strategic projects, but also in supporting our member communities to become more informed on current policy and environmental issues, while increasing capacity in environmental stewardship.

## **RESPONSIBILITIES**

The Climate Change & Policy Specialist's will provide important coordination and support duties across a number of our ongoing initiatives. Specifically:

1. **Environmental Trends Analysis & Advisory**

- a. Research, monitor, review, analyze and advise on environmental concerns and industry or governmental response trends relevant to clients including, but not limited to:
  - climate change,
  - impact assessment,
  - resource or industrial developments, including but not limited to forestry, mining, or large infrastructure
  - species at risk,
  - environmental monitoring/guardians, and
  - environmental or resource legislation.
- b. Prepare reports, presentations, briefing notes, factsheets, and/or blogs summarizing key information with specific attention to how environmental concerns or policy trends will impact clients.
- c. Provide regular updates to the Matawa member First Nation Chiefs and community resource staff or clients.

2. **Climate Change Project(s) Coordination & Support**

It is specifically anticipated that the Environmental Information & Systems Specialist will be assigned specific project management duties associated with some of FRG's climate change initiatives namely coordination responsibilities under Matawa FNM's Climate Change Adapt project or the LU-BRACE Climate Change Specialist programs. These duties may include:

- Becoming a key source of relevant climate change information.
- Participate in climate change coordinating panels and groups, including social media groups, and liaise with climate change researchers, policy makers, and interested First Nation members.
- Raise awareness on climate change issues, including causes and adaptation strategies, and creating/distributing information materials as applicable.
- Coordinate or assist in facilitating meetings, workshops and forums.
- Track climate change project(s) activities, expenditures and prepare project reports as required.

3. **Outreach, Engagement & Community Support**
  - a. Regularly travel to remote and road access First Nation communities to meet and share information on environmental topics of interest and concern, and/or as part of research & outreach associated with Four Rivers projects.
  - b. Coordinate gatherings, meetings, workshops, interviews and forums to facilitate information exchanges and raise awareness about environmental topics of interest and concern, and/or as part of research & outreach associated with Four Rivers projects.
  - c. Prepare plain language presentations, information sheets, blogs, media posts, factsheets, infographics and other information materials to share information about environmental topics of interest and concern, and/or as part of research & outreach associated with Four Rivers projects.
  - d. Develop or assist with the development of:
    - i. Information and training videos;
    - ii. Information and training courses/workshops; and,
    - iii. Reports, presentations, posters, and displays.
  - e. 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.
  - f. Support FRG clients, First Nation community members, youth, and MFNM staff in environment or lands and resource or stewardship capacity building.
  - g. Provide capacity building opportunities to youth whenever possible.
4. **Provide Project Management Supports to Assigned Affiliated Projects**

Main Activities

  - a. Meet and liaise with clients, FRG and MFNM staff, and potential partners or stakeholders to build partnerships and develop and define projects and to report on projects.
  - b. Research opportunities and develop project work plans and develop project proposals.
  - c. Coordinate projects according to project scope, schedule, and available resources in accordance with identified constraints and against established milestones.
  - d. Track project deliverables, resources and expenditures and prepare and submit all required project reports
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.
  - h. Travel to road-access or remote (air accessible) communities as required.
6. **Additional duties as requested or required.**

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

The incumbent must have proficient knowledge in the following areas:

- Required: Post-Secondary Degree in Science or Environmental Studies with at least 3 years working in a related field.
- Required: Knowledge of First Nations Governments, Culture, Traditions and Lifestyles.
- Required: Ability to accurately analyze reports, papers, interpret legal instruments and decisions, including preparing recommendations.
- Preferred: Graduate Degree in Science or Environmental Studies or a related field.
- Preferred: Candidates who completed a thesis as part of their academic studies.
- Preferred: Candidates with project or program management training and experience.
- Preferred: Candidates with significant experience working with First Nations, preferably on issues related to natural resource management, resource development and stewardship.
- Preferred: Experience teaching or mentoring, specifically complex technical processes or concepts.
- Preferred: Candidates with demonstrable knowledge of climate change and associated issues and adaptations.
- Asset: Candidates with a professional designation, or ability to pursue a professional designation.
- Asset: Candidates with experience working with Indigenous communities on land and resource management issues and governance, including those from other regions in Canada or the world.
- Asset: Candidates with experience working with the resource development industries.
- Asset: Candidates with infrastructure development experience and/or experience working with or on Environmental Assessment/Impact Assessment.
- Asset: Candidates with experience working on research projects.
- Asset: Candidates with education or experience working with geospatial information systems and traditional knowledge data collection.

### **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 the ability to work with minimal supervision
- Must have a valid driver's license
- Ability to speak and understand Ojibway/Cree would be considered an asset
- Ability to handle & manage conflict.

### **Personal Attributes**

The incumbent must maintain strict confidentiality in performing the duties of Climate Change & Policy Specialist. 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 Climate Change & Policy Specialist 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/streams, wetlands, heavily forested areas) to perform the roles and responsibilities associated with their position.

### **Physical Demands**

The Climate Change & Policy Specialist 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 Climate Change & Policy Specialist 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 Climate Change & Policy Specialist 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 Climate Change & Policy Specialist to concentrate.

### **Mental Demands**

The Climate Change & Policy Specialist 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.