

## **EXTERNAL POSTING - EMPLOYMENT OPPORTUNITY**

**Position:** Environmental Information & Systems Specialist

### **Background:**

Formed in 1988, Matawa First Nations Management is a Tribal Council providing services to nine member First Nations in Northern Ontario. The organization is dedicated to providing its members with advisory and support services in the areas of communications, economic development, education, finance and business, health, membership and technical services. The organization is accepting applications for a full-time Environmental Information & Systems Specialist in the Four Rivers Group.

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.

### **Position Summary:**

The Environmental Information & Systems Specialist will manage and coordinate all Four Rivers Group information technology infrastructure, including data collection systems, provide technical support to the Four Rivers Team and clients and administer all network maintenance. He/She will also oversee outputs for environmental information including the use of web-based platforms, while also being responsible for the proper data storage procedures. It is anticipated that the Environmental Information & Systems Specialist will support critical components of all Four Rivers initiatives by helping our team collect, store and analyze environmental and administrative information. Rooted in an environmental science/analytical background the Environmental Information & Systems Specialist will need to possess a multitude of skills from customer service, and public relations skills to communication and organizational skills as well as having a functional understanding of a variety of computer hardware & software in order to carry out a wide variety of tasks and duties in a highly variable and dynamic work environment.

### **Preferred Qualifications, Experience, Knowledge and Abilities:**

Required knowledge or skills include a post-secondary degree in science, environmental studies or a related field with a preference of candidates who also completed graduate studies and/or an undergraduate thesis. Candidates must have knowledge of First Nations Governments, Culture, Traditions and Lifestyles with a preference of candidates who have significant experience working with First Nations on issues related to natural resource management and environmental stewardship. Candidates must have knowledge of ESRI ArcGIS platforms and working knowledge of database management systems and techniques with experience working with large datasets. Applicants must have skills and personal attributes as described in the job description including excellent oral and written communication skills; interpersonal and leadership skills. For a full list of qualifications, experience, knowledge and attributes please review the Environmental Information & Systems Specialist job description in detail.

**Location:** Thunder Bay, Ontario  
**Salary:** Commensurate with experience  
**Term:** To March 31, 2021 with possibility of extension  
**How to Apply:** Please send your cover letter and resume with three references to:

Matawa First Nations Management  
Attn: Sarah Cockerton, Manager for Environmental Programs  
RE: FOUR RIVERS ENVIRONMENTAL INFORMATION & SYSTEMS  
SPECIALIST COMPETITION  
233 Court Street South, 2nd Floor  
Thunder Bay, ON P7B 2X9

Fax: (807) 344-2977  
Email: [reception@matawa.on.ca](mailto:reception@matawa.on.ca)

**Deadline:** Tuesday, September 24, 2019 by 12:00 p.m. (NOON) EST

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**For additional information, including specific qualifications for the Environmental Information & Systems Specialist position, please view the job description at the Matawa website:**

**[www.matawa.on.ca](http://www.matawa.on.ca)**  
**(or at: <http://www.matawa.on.ca/career-opportunities/>)**

*We thank all applicants for their interest in working with Matawa First Nations, however only those selected for an interview will be contacted.*

