

MATAWA FIRST NATIONS MANAGEMENT



FOUR RIVERS ENVIRONMENTAL SERVICES GROUP

Job Description

PROJECT MANAGER

PURPOSE OF THE POSITION

Established in 2011, the Four Rivers Environmental Services Group (Four Rivers) 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 and Engagement, Geospatial Information Systems and Mapping, Training, and Environmental Services.

Four Rivers 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 requires the skills of the Project Manager, who will work under the general supervision of the Manager, Four Rivers Environmental Services Group 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 Four Rivers. Four Rivers 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 Project Manager will support the advancement of any project or initiative affiliated with Four Rivers, and the overall management and coordination of projects across all organizations or initiatives.

Four Rivers was initially established to support Matawa member First Nations in environmental stewardship and capacity building for resource development. Over the years, Four Rivers 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 throughout the year. Four Rivers strives to deliver services that are community centered and innovative.

The Project Manager will work under the supervision of the Manager, Four Rivers Environmental Services Group, as part of the Four Rivers team. The Project Manager will support all Four Rivers projects and activities as required and ultimately help Four Rivers achieve overall operational goals. The Project Manager 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 Project Management (project scoping, reporting, etc.), in order to carry out a wide variety of tasks and duties in a highly variable and dynamic work environment.

RESPONSIBILITIES

*NOTE – The Project Manager responsibilities are subject to a restructuring plan that is underway to meet organizational growth and new service demands, therefore change is imminent.

The Project Manager will assist with the delivery of Four Rivers programs through research, outreach and communication initiatives.

The Project Manager will be assigned projects in accordance with their expertise as well as departmental need. The Project Manager's project workload will be evaluated regularly and updated as needed.

Responsibilities include:

General

- Assist with the development and delivery of Four Rivers programs;
- 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 Matawa Quality Management System requirements and participate in the maintenance and advancement of department standards;
- Support Four Rivers staff, environmental programs and the Matawa First Nation communities; and,
- Travel to road-access or remote (air accessible) First Nation communities, if required.

Administration

- Maintain filing system in accordance with office file and records management procedures;
- Prepare, review and manage reports.

Client Services

- Assist communities with the project management;
- Assist communities with additional project development and reporting;
- Review and interpret technical documents;
- Assist and advise member First Nations clients on aboriginal on environmental topics; and,
- Ongoing and follow-up liaison with clients.

Communications

- Maintain relationships and partnerships with the various communities, stakeholders and federal and provincial agencies;
- Understand the procedures and protocols in dealing with First Nation communities, government bureaucracies and agencies;

Finance

- Review and maintain a project schedule and project budget;
- Report on financial activities to the Manager of Four Rivers Environmental Services Group.

Training

- Provide capacity building services to First Nation communities;
- Provide “hands on” field experience;
- Maintain records and evaluations for First Nation clients;
- Maintain proper certification and membership through recognized training authorities;
- Provide technical support and expertise to Matawa communities regarding day-to-day and ad hoc requests for lands and resource information, project impacts, and technical information analysis;
- Provide training/outreach on environmental science, environmental monitoring, environmental/impact assessments, freshwater habitats, ecosystem health, land and resource management, GIS/GPS; land use planning, environmental site assessment, and contaminated sites; and,
- Support First Nation community members, youth, and Matawa staff in environment or lands and resource capacity building.

Other

- Other duties as assigned by the Manager of Four Rivers Environmental Services Group.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Diploma/Degree in Environmental Science or Engineering (or related field) or 5-10 years of experience as an Environmental Technologist or Scientist;
- Should have a good multidisciplinary background and understanding of biology, geology, geography, and environmental studies;
- Must have an excellent understanding of First Nations environmental issues and reporting management systems, and environmental protection;
- Must have an excellent understanding of potential environmental effects of large and small-scale projects including resource developments;
- Must have an excellent understanding of Environmental/Impact Assessments, Federal and Provincial approval/permitting processes, and Environmental/Impact Site Assessments;
- Project Management Experience would be considered an asset;
- Experience with GPS and GIS (ESRI ArcGIS) would be considered an asset;
- An excellent understanding of First Nations environmental issues and land, resource and environmental planning;
- Knowledge of First Nations Governments, Native Culture, traditions and lifestyles;
- Experience with working with First Nations;
- Teaching experience would be an asset; and
- Knowledge of the methods and techniques of collecting, analyzing and reporting data, especially environmental and/or natural resource data would be an asset.

Skills

The incumbent must demonstrate the following skills:

- 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 Project Manager. The incumbent must also demonstrate the following personal attributes:

- Must value flexibility and adaptability;
- Must be self-motivated and able to work independently, with minimal supervision and general instructions;
- Must take initiative when performing duties;
- Multi-tasking;
- Reliable; and
- Punctual.

The Four Rivers Environmental Services Group work environment is ever changing, with a great variability of projects and day-to-day responsibilities. The Four Rivers Project Manager must be able to understand and thrive in the culture of Four Rivers, that is one of flexibility and adaptability. Individuals who value structure and repetition in their role will not be satisfied working with the Four Rivers Environmental Services Group.

CONDITION OF EMPLOYMENT

Must be “fully vaccinated” against COVID-19 (*In Ontario, a “fully vaccinated individual” is defined as one who has received the required number of doses as outlined by Health Canada and they have received their final dose of the COVID-19 vaccine at least 14 days ago*) and must provide Health Canada’s proof of vaccination (*vaccine receipt or enhanced vaccine certificate*).

WORKING CONDITIONS

The Project Manager 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 Project Manager 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 Project Manager 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 Manager 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 a 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 Project Manager to concentrate.

Mental Demands

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

CERTIFICATION

<hr/> Employee Signature	<hr/> Manager, Four Rivers Environmental Services Group Supervisor's Title
<hr/> Printed Name Date I certify that I have read and understand the responsibilities assigned to this position.	<hr/> 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 for the position.