



Impact Assessment Assistant

JOB DESCRIPTION

Purpose of the Position: The Ginoogaming Lands and Resources Department actively manages the lands and water within Ginoogaming First Nation's Homelands and Traditional Territory. Key services focus on project coordination, communications & engagement, Indigenous Knowledge data collection and mapping, and environmental monitoring. The Lands & Resource Department operates in a team environment, where tasks are shared between team members based on individual team members strengths, availability and operational need. The Lands & Resource Department requires the skills of an **Impact Assessment Assistant** to work as part of the team and ensure projects are executed and deliverables are met.

Scope: The Lands & Resource Department is part of the Band Administration for Ginoogaming First Nation (GFN). The Lands & Resource Department undertakes a variety of types of projects that can be publicly funded by the federal or provincial governments, privately funded by industry or are direct community initiatives. All projects vary in length and can range from short-term to long-term projects. The Lands & Resource Department was established to support community members in environmental stewardship and capacity building for resource development. The **Impact Assessment Assistant** will support the advancement of any projects or initiatives affiliated with the Lands & Resource Department, with a focus on assisting with impact assessment related projects in the homelands of GFN. The **Impact Assessment Assistant** will effectively assist Lands & Resource Department projects and initiatives as assigned, helping Ginoogaming First Nation achieve overall operational goals.

The **Impact Assessment Assistant** will need to possess a multitude of skills from administration and logistics to communication and engagement skills in order to carry out a wide variety of tasks and duties in a highly variable and dynamic work environment.

Responsibilities: The **Impact Assessment Assistant** will assist with the delivery of Lands & Resource Department programs through research, administrative, outreach, communication initiatives.

Impact Assessment Focused Projects:

- Receive training and mentorship from Impact Assessment Advisor.
- Attend Impact Assessment related meetings, conferences, workshops, etc.
- Assist with the development of recommendations for input into Impact Assessment related activities.
- Assist with advertising, promoting, and helping with in community meetings, engagement sessions and capacity building initiatives surrounding impact assessments.
- Assist with coordinating the logistics of and conducting community engagement sessions (with virtual assistance if required).

- Assist with recording/communicating information collected at events, group discussions and interviews.
- Assist in communicating project activities to the GFN community by helping to generate and distribute newsletters and provide updates on the community website/social media.
- Assist in coordinating and supporting Elder and land user interviews/focus groups as required for IK data collection and mapping relevant to the Impact Assessments.
- Assist with collecting/compiling existing sources of Indigenous Knowledge as needed.
- Other duties as assigned by Impact Assessment Advisor.

General:

- Assist with the development and delivery of Lands & Resource Department 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.
- Provide support to the Lands & Resource Department staff and programming along with general support to the community as required.
- Travel, as required, to neighbouring First Nations, conferences, workshops, meetings, to support Lands & Resource Department activities. Assist with coordinating and facilitating in community engagement initiatives (engagement sessions, focus groups, open houses etc.), providing pertinent information and updates on department projects.
- Conduct research for various projects, ranging from desktop literature reviews or hands on research out on the land.
- Conduct or support fieldwork at the community and regional levels (working alongside Environmental Guardians and Four Rivers Environmental Services Group) on various areas of focus, including but not limited to: sampling, reconnaissance work, species at risk research, ground truthing, surveys etc.

Other:

- Additional duties as requested or required.

Knowledge, Skills, and Abilities:

- Passion for and willingness to learn more about the Impact Assessment process.
- Understanding of First Nations culture, environmental concerns, and traditional values.
- Strong writing skills to draft various communication including briefing notes, reports, etc.
- Ability to work efficiently, give attention to detail, and meet deadlines.
- Experience with basic computer applications (Microsoft Office, email, social media).

Personal Attributes:

The incumbent must maintain strict confidentiality in performing the duties of **Impact Assessment Assistant**. The incumbent must also demonstrate the following personal attributes:

- Reliable, punctual, and self-motivated.
- Must be a good team player and be able to multi-task.
- Organizational and administrative skills preferred.
- Interpersonal and communication (oral and written) skills.

Working Conditions:

The **Impact Assessment Assistant** will work primarily in an office setting and may also be required to travel to the field to perform the roles and responsibilities associated with their position.

Physical Demands:

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

Environmental Conditions:

Office Setting: The Ginoogaming Training Centre may be a busy facility. The **Impact Assessment Assistant** 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 community. They 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 **Impact Assessment Assistant** may be required to work in various weather conditions (hot, rain, snow cold). They 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). They 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. They 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 and Mental Demands:

Sensory demands can include reading and the use of computer which may cause eye/wrist strain and occasional headaches. The Ginoogaming Training Centre at times may be noisy and busy making it difficult for the **Impact Assessment Assistant** to concentrate. The **Impact Assessment Assistant** will have to manage a number of requests and projects at one time. They must be aware of community 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.

Please submit your resume to:

Denise Taylor, HR Manager
denise.taylor@ginoogamingfn.ca
Fax: 807-876-2495
P.O. Box 89, Longlac, ON P0T 2A1

Closing Date: Until Filled

We thank all the interested applicants, however, only those who meet the qualifications will be contacted for this position.