

# 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 (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.

FRG 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, FRG requires the skills of a Project Manager who will work under the general supervision of the Manager, Four Rivers Environmental Services Group (Manager of FRG), 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 FRG. FRG 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, 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 Project Manager will support the advancement of any project or initiative affiliated with FRG, and well as support initiatives associated with MFNM's affiliate corporations where applicable.

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

The Project Manager will work under the supervision of the Manager, FRG, 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, budgeting, reporting, etc.) related to environmental projects and programs, 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 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.**

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

### **General**

- Assist with the development, coordination and delivery of Four Rivers programs;
- Assist with preparation of general correspondence and reports as required;
- Attend meetings as requested and required;
- Complete and submit proposals for a range of environmental projects within the Matawa member First Nations and throughout northern Ontario;
- Assist with the development and delivery of environmental training initiatives;
- Conduct project work planning and coordination, financial/budget management and project reporting as required;
- 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 member First Nation communities; and,
- Travel to road-access or remote (air accessible) First Nation communities as required.

### **Administration**

- Maintain filing system in accordance with office file and records management procedures;
- Create budgets and manage project expenses/ledgers; and,
- Prepare, review and manage project and program reports.

### **Client Services**

- Participate in the planning and development of various lands and resource projects for FRG clients (including the Matawa member First Nation communities);
- Assist communities with project management duties as requested;
- Assist communities with additional project development and reporting as required;
- Support emerging partnerships with external groups to enhance the environmental service delivery potential of FRG;
- Review and interpret technical documents;
- Assist and advise member First Nations clients 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; and,
- Understand the procedures and protocols in dealing with First Nation communities, government bureaucracies and agencies.

**Finance**

- Review and maintain project schedules and budgets; and,
- Report on financial activities to the Manager of FRG.

**Training**

- Provide capacity building services to First Nation communities;
- Provide “hands on” environmental field experience, advice and mentorship to Four Rivers and community staff;
- Maintain records and evaluations for First Nation clients;
- Maintain proper certification and membership through recognized training authorities as appropriate and required;
- Provide technical support and expertise to Matawa communities regarding day-to-day and ad hoc requests for lands and resource information, environmental 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 FRG.

## **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 10 years of experience as an Environmental Technologist or Scientist (or similar background);
- A good multidisciplinary background and understanding of biology, geology, geography, and environmental studies;
- Must have an excellent understanding of First Nations environmental issues and concerns, as well as land, resource and environmental planning;
- 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 Site Assessments;
- Must have project management experience;
- Experience with GPS and GIS (ESRI ArcGIS) is an asset;
- An excellent understanding of First Nations environmental issues and land, resource and environmental planning;
- Knowledge of First Nations governments, culture, traditions and lifestyles;
- Experience with working with First Nations;
- Teaching and presentation 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.

### **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; and,
- Reliable and punctual.

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

## **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. They may have to lift, carry and manage office 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 Matawa buildings may be busy facilities. 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 the Matawa member First Nations and FRG. 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 Project Manager 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 Demands**

Sensory demands can include reading and the use of a computer which may cause eye/wrist strain and occasional headaches. The Matawa offices 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. They 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 fieldwork 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>Managing Director, Four Rivers Environmental Services Group</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 for the position.