

MATAWA FIRST NATIONS MANAGEMENT



FOUR RIVERS GROUP Job Description

ENGAGEMENT 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 Engagement Specialist, 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 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 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 Engagement 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 an Engagement Specialist to support or coordinate regional and in-community engagement activities. It is anticipated that outreach and awareness and related capacity building activities will be a large component of the Engagement 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 Engagement 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 involved in meaningful ways on current environmental processes and environmental issues, while increasing capacity in environmental stewardship.

RESPONSIBILITIES

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

1. **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. Support community coordinators in the scheduling, coordination and delivery of community meetings, working group sessions, interviews, etc.
 - d. Assist with event logistics planning, including facilities coordination, participant communication and support and travel planning
 - e. Prepare plain language web content, 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.
 - f. 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.
 - g. Assist with the updating and maintenance, and planning/scheduling of Four Rivers Group and/or community communications media (websites, social media, radio, geohub, information portals, etc.)
 - h. Assist with the development and implementation of engagement surveys or campaigns.
 - i. Develop or support the development and implementation of communication strategies and protocols
 - j. 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.
 - k. Support FRG clients, First Nation community members, youth, and MFNM staff in environment or lands and resource or stewardship capacity building.
 - l. Provide capacity building opportunities to youth whenever possible

2. **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
- e. Prepare or assist with proposal development & submission.

3. **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.

4. **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, Environmental Studies, or a related field with at least 3 years working in a related field.
- Required: Knowledge of First Nations Governments, Culture, Traditions and Lifestyles.
- Required: Ability to review technical documents and write reports, descriptions, summaries, briefs, & plain language communications materials.
- Required: Experience in planning, designing and conducting engagement activities including interviews and events, and post engagement analysis and reports
- 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.
- 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 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
- Substantive experience or skills with communications media (social media, web, graphic design, video)
- Excellent analytical, evaluation & assessment skills
- Detail oriented
- Must be self-motivated, with the ability to work with minimal supervision
- Must have a valid Class G 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 Engagement Specialist. The incumbent must also demonstrate the following personal attributes:

- Honest and trustworthy
- Sound work ethics
- Cultural awareness & sensitivity
- Respectful
- Well-organized
- Willing to regularly travel
- Outgoing & personable
- Open to challenges & learning
- Dedicated
- Flexible/adaptive & innovative
- Patient

WORKING CONDITIONS

The Engagement 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 Engagement 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 Engagement 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 Engagement 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 Engagement Specialist to concentrate.

Mental Demands

The Engagement 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

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