MATAWA FIRST NATIONS MANAGEMENT



FOUR RIVERS ENVIRONMENTAL SERVICES GROUP

Job Description

Guardian Intern

QMS No.: HR TEM 065 | Dept.: HR | Issued: 8Jul2025 | Rev. No.1 / Date: 17Sep2025 | Approved by: _____ HR Director

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 is expanding support of community Guardians programs by offering an Internship program. Interns will be hired by Matawa First Nations Management (MFNM) as paid staff, and work under the general supervision of the Four Rivers Manager, and/or his/her designate. Interns will work as part of a team to support Four Rivers programs and community initiatives while they receive training, develop skills and actively work as Guardians.

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 FRG was initially established to support 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 Guardian Intern will support the advancement of projects and initiatives affiliated with FRG, including work to advance the environmental priorities of Matawa member communities, and supporting the development and maintenance of the Broadband Network.

RESPONSIBILITIES

The Guardian Intern will be assigned tasks and projects by a Manager of FRG in accordance with their expertise as well as departmental need, individual Guardian training plans and Community Guardian Plans. Their workload and individual training plan will be evaluated regularly and updated as needed.

The Guardian Intern will assist with the delivery of Four Rivers programs through research, development, outreach, and communication initiatives. Responsibilities include:

1. **Engage in training and personal/ professional development opportunities**
   - Attend and actively participate in training, mentorship, and field experience on topics including Traditional and Indigenous Knowledge (TEK/IK), environmental science, environmental monitoring, environmental assessments, freshwater habitats, ecosystem health, land and resource management, GIS/GPS, land use planning, environmental site assessment, and contaminated sites;
   - Develop an Individual Workplan, setting out personal goals and objectives for the course of the internship; and
   - Meaningfully engage with other opportunities for personal and professional development, increasing cultural competencies, environmental and technical skills.

2. **Actively work as a Guardian**
   - Work with Matawa member communities to develop and implement Community Guardian Plans;
   - Participate in the planning and development of various lands and resource projects for FRG clients (including the Matawa member First Nation communities);
   - Conduct research for various projects, ranging from desktop literature reviews to completing lengthy remote field stints;
   - Travel to FRG client communities regularly to carry out projects and programs, and to deliver information, presentations, and training on various environmental topics/projects;
   - Document/develop/follow field and data protocols as required to support environmental programs, projects and processes;
   - Assist with the development of proposals for a range of environmental projects within the Matawa member First Nations;
   - Assist in work planning and project reporting as directed by the appropriate project and/or FRG Manager; and
   - Support assigned projects, programs or initiatives.

3. **Support the Broadband Network (RapidLynx Project)**
   - Participate actively in Network Specific Training in basic broadband technology;
   - Assist with communications and outreach about the broadband project to communities;

- Support the development, maintenance, and day-to-day use of the broadband network; including line locating, brush-clearing, basic troubleshooting, and liaising with other project staff on technical issues.
- Receive more advanced training in broadband maintenance, connection, etc. as appropriate; and
- Document/develop/follow protocols as required to support the Broadband Network.

4. Engage other youth in the work of Guardians

- Engage with other youth within Matawa member First Nation communities to encourage their involvement in Guardians work, as well as other environmental and technological employment and education opportunities;
- Encourage and support community youth groups or youth advisory councils;
- Participate in regional sharing meetings and National Guardians webinars;
- Host Regional Youth Gatherings, Youth Webinars, and community Guardian events; and
- Develop information materials (ranging from fact sheets to presentations) on various environmental/field topics and the Broadband Network.

5. General

- Assist with the development and delivery of Four Rivers' programs;
- Attend meetings as requested and required;
- Adhere to the Matawa Quality Management System requirements (including Matawa and FRG Health and Safety protocols and standards) 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 (and/or from) road access or remote (air accessible) First Nation communities as required.

6. Additional duties as requested or required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have significant interest and motivation in gaining knowledge in the following areas:

- Environmental science, including collecting, analyzing and reporting data, and monitoring;
- Traditional Ecological Knowledge (TEK), Indigenous Knowledge (IK)/ Science, other cultural knowledge and ways of knowing;
- Broadband technology;
- Multi-disciplinary approaches (including TEK/IK, biology, geology, geography, environmental studies, etc.)
- First Nations environmental issues and concerns, as well as land, resource and environmental planning;
- First Nations governments, culture, traditions and lifestyles;
- GPS, GIS, and other software programs;
- First Aid, vehicle and equipment operation, fieldwork protocols, and other safety training;
- Project planning, management, workplace protocols, personal development, teamwork, and interpersonal skills; and
- Communication skills, including public engagement, written and oral communications, presentations and report writing.

Skills

The incumbent must demonstrate the following skills:

- Comfort in being on the land, in remote areas, working in changing conditions;
- Open-mindedness, willingness to learn, change perspective, and value the perspectives of others;
- Knowledge of or willingness to learn basic computer applications, including Microsoft Office (Word, Outlook, Excel), PowerPoint, GIS programs;
- Possession of a valid Ontario Driver's License or willingness to obtain; and
- Ability to speak and understand Ojibway/Cree would be considered an asset.

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of the Guardian Intern. The incumbent must also demonstrate the following personal attributes;

- Be a member of a Matawa member First Nation community, residing in or near a member First Nation community or in Thunder Bay;
- Be between the ages of 18-35 for the duration of the internship (ending April 2028);
- Be self- motivated, enthusiastic about learning, interested in taking on new challenges;
- Be able to work and engage in training activities independently, with remote supervision;
- Value relationships, communication, and collaborative approaches;
- Must value flexibility, adaptability, and working in a team environment;
- Be able to travel away from home for extended periods of time;

- Be ready to take initiative when performing duties, and to support own personal and professional development; and
- Be reliable and punctual.

A commitment to learning and a willingness to work are attributes that are critical to success in this program.

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

WORKING CONDITIONS

The Guardian Intern will work both in an office setting and in 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 Guardian Intern 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/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 (Matawa Buildings):
The Matawa buildings may be busy facilities. The Guardian Intern 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 the Four Rivers Environmental Services Group. They may find the environment to be busy, noisy and will need excellent organizational, and time/stress management skills to complete the required tasks.

Office Setting (Community Buildings):
The Guardian Intern may have to work partly or mostly in a Matawa member First Nation community, using Community Buildings as office space. These buildings may be busy, noisy, have difficulty maintaining heat or cooling and have other complicated work conditions that are out of the control of MFNM. The Intern will need excellent organizational, and time/stress management skills, as well as flexibility and adaptability to complete the required tasks. The Intern will have to work cooperatively with community staff, as well as FRG managers, to ensure that work in community settings is productive and maintains the good working relationships FRG has with Matawa member communities.

Field Setting:
The Guardian Intern may be required to work in various weather conditions (hot, rain, snow cold). They may have to work alone in remote environments and in the wilderness. Field work can be physically demanding (carrying 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, compasses, 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 computers which may cause eye/wrist strain and occasional headaches. The Matawa office at times may be noisy and busy making it difficult for the Guardian Intern to concentrate.

Mental Demands

The Guardian Intern 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.

Interns will also be expected to challenge themselves as they undertake training in a range of topics, as well as personal and professional development activities.

CERTIFICATION

_____ Employee Signature _____ Printed Name Date I certify that I have read and understand the responsibilities assigned to this position.	Guardians Navigator, Four Rivers Environmental Services Group _____ Supervisor's Title _____ Supervisor's Signature Date I certify that this job description is an accurate description of the responsibilities assigned to the position.

_____

Managing Directors' Signature Date

I certify that this job description is an accurate description of the responsibilities assigned to the position.

_____

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.