

## JOB OPPORTUNITY

### Environmental Assessment / Referrals Coordinator

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**Date Reclassified:** April 27, 2022

**Business Unit:** Metlakatla Stewardship Society (MSS)

**Location:** Prince Rupert, British Columbia

**Reporting to:** Environmental Assessment Manager

The Metlakatla Stewardship Society (MSS) has an exciting and immediate opening for a full-time Environmental Assessment / Referrals Coordinator. This position will be responsible to support the process of managing and responding to incoming referral and project development applications. The successful candidate will ensure the monitoring and protection of key values and resources in Metlakatla Territory.

#### **Responsibilities:**

##### *General*

- Receive, track, assess and respond to incoming project development applications according to agreed-upon timelines.
- Participate in and represent Metlakatla interests throughout provincially and federally regulated environmental review processes. Duties may include reviewing project applications for technical and scientific rigour, participating in working group meetings, conducting field visits, and interacting with project proponents and regulators to ensure Metlakatla's interests are adequately addressed and protected throughout the environmental assessment process.
- Contribute to ongoing development and implementation of Stewardship and Land and Marine Use Plans.
- Work towards the continued implementation of land use protocols such as those outlined in the BC-CFN Reconciliation Protocol, Collaborative Management Agreements, etc.
- Liaise and coordinate with other departments and Metlakatla organizations to ensure consistency in response to regulators.
- Cross-reference Traditional Use data with project applications and environmental assessments to ensure Metlakatla's Indigenous rights and interests are protected.
- Carry out basic GIS functions to understand project impacts on Metlakatla's Indigenous Rights.
- Track time spent on each project to ensure budgets are charged appropriately.
- Participate in and help coordinate/organize community meetings related to project developments.
- Draft community newsletter articles related to referrals and/or Environmental Assessments.
- Work with MSS field staff and Guardian Program to coordinate fieldwork/monitoring opportunities related to Environmental Assessments and referrals.
- Maintain MSS' referrals-tracking software and ensure it is functioning as intended.
- Perform other duties within the scope of the position, as required

#### **Competencies and Qualifications:**

- Degree in Natural Resource Management or related field.
- Experience conducting technical reviews of scientific studies.
- Understanding of Metlakatla values with respect to natural resource management or willingness to learn.
- Basic understanding of GIS, Google Earth and Microsoft Office Applications.
- Awareness of data and communication security and confidentiality.
- Strong interpersonal communication skills with the ability to establish and maintain effective working relationships with community members, colleagues, and government officials.
- Ability to synthesize, translate and present complex information to various audiences.
- Hard working with the ability to prioritize and deliver multiple projects within tight time constraints.
- Self-starter with the ability to work independently and as part of a team.
- The successful candidate must be fully COVID vaccinated (at least 2 vaccines) and remain in full compliance with all Public Health Orders (PHOs) and MSS policies throughout their employment.

#### **Submission Deadline:**

- Open until filled.
- To further explore this opportunity, please submit your resume and a detailed cover letter about yourself and why you think this could be the right opportunity at this point in your career in the strictest confidence to the Director of Human Resources: [hr@metlakatla.ca](mailto:hr@metlakatla.ca)