

METLAKATLA STEWARDSHIP SOCIETY

JOB DESCRIPTION

Environmental Assessment Manager

Date Reclassified: May 6, 2025

Business Unit: Metlakatla Stewardship Society (MSS)

Location: Prince Rupert, British Columbia

Reporting to: Executive Director of MSS

Metlakatla Stewardship Society has an exciting and immediate opening for a full-time, permanent Environmental Assessment (EA) Manager. This position will oversee the process of receiving, processing, reviewing and responding to project applications proposed for the Metlakatla territory. You will coordinate Metlakatla's participation in environmental assessment processes and smaller scale referral reviews to ensure completion of the technical aspects of consultation and full consideration given to key Metlakatla values and interests. Further, you will build and maintain relationships with Metlakatla members and agencies, neighbouring First Nations communities, federal and provincial government regulators, and project proponents to ensure the long-term health of Metlakatla's lands, waters, resources and communities.

Responsibilities:

General

- Receive, track, manage, assess and respond to project applications from provincial and federal authorities, according to agreed-upon regulations, policies, and timelines.
- Represent Metlakatla's interests throughout the provincial and federal environmental review process on Metlakatla territory. Duties may include reviewing project applications for technical and scientific rigour, participating in working group meetings, conducting field visits, and interacting with the project proponents and regulators.
- Identify opportunities for, and coordinate with other agencies, Metlakatla's participation in baseline environmental assessments and monitoring for developments in the Metlakatla territory.
- Determine the need for specific technical skills from contractors, develop requests for proposals and review proposals submitted, hire contractors and oversee their work.
- Promote and work towards the continued implementation of land use protocols such as those outlined in the BC-CFN Reconciliation Protocol, Collaborative Management Agreements, Forestry and Range Agreements and specifically ensure all applicable applications are reviewed in accordance with the BC-CFN Engagement Framework.
- Contribute to the ongoing development and implementation of Metlakatla Land Use Plans and Marine Use Plans.
- Contribute to developing Metlakatla policies for land and marine resource management to guide project proponents and regulators operating on Metlakatla territory.
- Liaise between Metlakatla departments (e.g., Metlakatla Treaty, Governing Council and Development Corporation) and work closely with departmental managers to address project concerns, opportunities, and strategic direction.
- Liaise and maintain relationships with project proponents and regulators operating on Metlakatla territory to ensure Metlakatla's interests are considered throughout all projects.
- Engage with regional First Nation agencies such as the NCSFNSS and Coastal First Nations (CFN) to work towards improved Metlakatla and regional stewardship initiatives.
- Provide regular updates and ensure opportunity for feedback and input from the Metlakatla community regarding the activities of the MSS environmental assessment team.
- Communicate to the Executive Director on a timely basis any material matters affecting the areas of responsibility.
- Attend management and staff meetings to report on the status of projects and to discuss matters of importance to the MSS.

Finance and Budgets

- Engage with proponents and governments to develop Environmental Assessment capacity agreements.
- Manage, track spending, and report on Environmental Assessment Capacity Agreements.
- Work with the Finance Department to develop, manage and monitor annual budgets.

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Staff Leadership

- Lead by example, and effectively manage, guide and direct project staff and contractors to accomplish organizational goals and objectives in conformance to policies, laws and regulations.
- Develop and coordinate staffing schedules and monitor staff workload to ensure project commitments are met and staff hours are optimized.
- Oversee the work of contractors to ensure they deliver services according to the negotiated agreements.

Informing Leadership

- Maintain regular communication with the MSS Executive Director and other affected divisional leaders to ensure up-to-date information and understanding of MSS's role in project development.
- Provide briefing materials and summarize technical information to inform leadership and other agencies of the work of the Environmental Assessment team.

Issues Management

- Assist in resolving issues related to environmental assessment and project development in the Metlakatla territory in a timely and collaborative fashion.

Other Duties

- Perform other duties within the scope of the position, as required.

Competencies and Qualifications:

- A Master's degree in Natural Resource Management, Environmental Science, Natural Sciences or related field.
- A minimum of five years of professional experience, including experience supervising staff and managing contracts.
- Comprehensive understanding of federal and provincial environmental assessment processes, including applicable laws and regulations.
- Experience conducting technical reviews of scientific studies, including commenting on study design and results related to biological, physical, cultural, and socio-economic findings.
- A good understanding of applicable laws, regulations, and government-to-government agreements guiding land and marine resource management and consultation with First Nations in Northwest British Columbia.
- Ability to communicate verbally and in writing with government, industry, and First Nation community members.
- Knowledge of Coastal Tsimshian culture and practices, and a demonstrated ability to work successfully with First Nation communities.
- Strong organization skills and ability to manage multiple tasks and tight timelines.
- Ability to work individually with little supervision and as part of a dynamic team.
- Project management experience, including financial and strategic planning and management.
- Proficient use of various office-based software, including Microsoft Office Suite.
- 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.
- We invite all interested parties to reply in the strictest confidence to the Director of Human Resources at hr@metlakatla.ca.