

METLAKATLA STEWARDSHIP SOCIETY

JOB OPPORTUNITY

Environmental Assessment Office and Field Assistant

Date Classified:	February 24, 2025
Business Unit:	Metlakatla Stewardship Society (MSS)
Location:	Prince Rupert, British Columbia
Reporting to:	Environmental Assessment Manager

Metlakatla Stewardship Society has an immediate opening for a permanent full-time Environmental Assessment Office and Field Assistant in Prince Rupert. As the successful candidate, you will assist with data collection, management & filing, meeting minutes, referral tracking, Guardian scheduling, project tracking and environmental fieldwork.

Responsibilities:

- Coordinate and participate in meetings, take minutes, review government and proponent meeting minutes, and prepare meeting documents.
- Coordinate community engagement sessions related to project development.
- Assist in preparing environmental assessment reports, including compiling and formatting data.
- Assist in drafting and submitting required documentation for regulatory agencies.
- Coordinate EA team Community Newsletter submissions to the Communications Department.
- Assist in preparing communication materials to update stakeholders on environmental issues and project status.
- Support the preparation of presentations, maps, charts, and other visuals for project stakeholders.
- Carry out basic GIS functions to support environmental review of permits.
- Maintain organized records and databases of project documentation.
- When in the field, record field observations, environmental conditions, and site data accurately.
- Help with researching environmental regulations, policies, and best practices relevant to projects.
- Assist with interdepartmental communications relating to environmental projects and permitting reviews.
- Assist with receiving, tracking, assessing and responding to incoming referrals and project development applications.
- Assist with maintaining the referrals-tracking software and ensure it is functioning as intended.
- Assist with other internal departments to communicate progress on environmental projects and permitting reviews.
- Track time spent on each project to ensure budgets are managed appropriately.
- Perform other tasks within the scope of the position and as directed by the manager.

Education and Experience:

- Diploma or Degree in Natural Resource Management, Environmental Science, Biology/Ecology or related field.
- Experience reviewing referral consulting packages and working within regulatory processes accompanying environmental assessment and permitting approvals.
- Familiarity with provincial and federal acts, regulations and consultation requirements regarding land and marine resource management.
- Familiarity working with culturally sensitive data.
- Strong interpersonal communication skills to establish and maintain effective working relationships with community members, colleagues, and government officials.
- Valid BC driver's license with clean driver's abstract.
- May be requested to provide a current Criminal Record Check, including a Vulnerable Sector Screening, as a condition of employment.
- Experience working with multi-disciplinary and inter-disciplinary teams.
- Strong organizational skills, attention to detail, strong work ethic and positive team attitude.
- Demonstrated ability to complete tasks and assigned duties within the allotted time frame.
- Ability to demonstrate a commitment to embodying a personal addiction-free lifestyle.

Submission Deadline:

- March 7, 2025; afterwards, open until filled.
- We invite all interested parties to reply in the strictest confidence to the Director of Human Resources: hr@metlakatla.ca