

METLAKATLA STEWARDSHIP SOCIETY

JOB OPPORTUNITY

Environmental Assessment Office and Field Assistant

Date Classified:	September 14, 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 temporary (3-month) full-time Environmental Assessment Office and Field Assistant in Prince Rupert with possibility of extension. As the successful candidate, you will assist with data collection, management & filing, meeting minutes, responding to and tracking referrals, project tracking and environmental fieldwork.

Responsibilities:

- 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 in preparing environmental assessment reports, including compiling and formatting data.
- Assist in drafting and submitting required documentation for regulatory agencies.
- Assist with interdepartmental communications relating to environmental projects and permitting reviews.
- Assist with other internal departments to communicate progress on environmental projects and permitting reviews.
- Assist in preparing communication materials to update stakeholders on environmental issues and project status.
- Carry out basic GIS functions to support environmental review of permits.
- Support the preparation of presentations, maps, charts, and other visuals for project stakeholders.
- When in the field, record field observations, environmental conditions, and site data accurately.
- Coordinate and participate in meetings, take minutes, review government and proponent meeting minutes, and prepare meeting documents as required.
- Support coordination of community engagement sessions related to project development.
- Coordinate EA team Community Newsletter submissions to the Communications Department.
- Maintain organized records and databases of project documentation.
- 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 with working with culturally sensitive data and First Nation's Communities
- Strong interpersonal communication skills to establish and maintain effective working relationships with community members, colleagues, and government officials.
- Valid BC driver's license with a clean driver's abstract.
- 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.

Preference will be given to qualified Metlakatla community members, and other First Nations' members, Inuit and Métis. We sincerely thank all applicants for their interest in the position; however, only qualified applicants will be contacted for an interview.

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