

# METLAKATLA STEWARDSHIP SOCIETY

## JOB OPPORTUNITY

### Regulatory & Compliance Referrals Coordinator

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<b>Date Classified:</b>	<b>May 6, 2025</b>
<b>Business Unit:</b>	<b>Metlakatla Stewardship Society (MSS)</b>
<b>Location:</b>	<b>Prince Rupert, British Columbia</b>
<b>Reporting to:</b>	<b>Environmental Assessment Manager</b>

Metlakatla Stewardship Society has an immediate opening for a permanent full-time Regulatory & Compliance Referrals Coordinator in Prince Rupert. As the successful candidate, you will review regulatory Environmental Management Plans (Early Works, Construction and Operational), monitor the implementation of regulatory permit and management plans, review regulatory monitor reporting, conduct regulatory compliance site visits, attend meetings, and perform other duties as assigned as they relate to major projects that have gone through a major regulatory process (Environmental Assessment, Impact Assessment, Prince Rupert Port Authority).

#### Responsibilities:

- Responsible for referral and consultation triage and review. Participate in working group meetings, conduct field visits, and interact with technical representatives of project proponents and regulators. Attend meetings, write reports and deliver presentations to a variety of audiences.
- Assist in identifying opportunities for and coordinating with other Metlakatla departments and external agencies to support MSS's participation in baseline environmental assessments and monitoring.
- Assist with identifying and providing input on technical skills required of contractors assisting in environmental reviews.
- Work collaboratively with other internal departments on environmental projects and permitting reviews.
- Receive, track, assess and respond to incoming referrals and project development applications.
- Maintain the referrals-tracking software and ensure it is functioning as intended.
- Liaise and coordinate with other departments as necessary to understand the strategic direction and ensure consistency in response to regulators. Cross-reference Traditional Use data with project applications and environmental assessments to preserve Metlakatla Aboriginal Interests. Perform other tasks within the scope of the position.

#### 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.
- 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.
- 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:

- Open until filled.
- We invite all interested parties to reply in the strictest confidence to the Director of Human Resources: [hr@metlakatla.ca](mailto:hr@metlakatla.ca)