



Wahnapiatae First Nation

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POSITION: Environmental Coordinator

TERM: Permanent, Full-Time

REPORTS TO: Lands Director

GENERAL ACCOUNTABILITY

The role of the Environmental Coordinator is to facilitate the creation, management and implementation of environmental strategies, programs, and policies on behalf of Wahnapiatae First Nation ("WFN"). The Environmental Coordinator will support and lead a number of technical staff, by fostering a collaborative and diverse atmosphere that encourages punctual, accurate and high-quality outputs across multiple environmental disciplines.

NATURE AND SCOPE OF POSITION

The Environmental Coordinator reports to the Lands Director and is responsible for developing, managing, and implementing environmental strategies, programs, and policies on behalf of the WFN. This role involves overseeing and being involved with initiatives guiding land use and development within the WFN land base and territory, as well as the development of a land management regime, leading technical staff, overseeing land use and development initiatives, and fostering relationships with various stakeholders to ensure responsible and compliant development activities.

KEY DUTIES AND RESPONSIBILITIES

- Support the environmental and waste diversion technical staff, promoting a collaborative and productive work environment under the direction of the Lands Director.
- Implement community-based environmental planning regimes (e.g., Waste Diversion Strategy, GIS, Resource Development Inventory).
- Support the Lands Director in evaluating and operationalizing feasible income-producing off-reserve work, including contributing to business planning and service delivery models for environmental services.
- Manage and implement climate change adaptation and mitigation projects, including monitoring and community education initiatives.

- Oversee the systematic collection, integration, and respectful application of Traditional Ecological Knowledge in all environmental planning, management, and decision-making processes.
- Develop, implement, and actively monitor comprehensive safety programs and protocols for all environmental staff and field operations, ensuring regular training and incident reporting.
- Contribute to developing and maintaining a community land monitoring dashboard and preparing the annual community report highlighting departmental achievements and priorities.
- Assist in developing, implementing, and scheduling review of departmental policies, ensuring alignment with community needs and strategic objectives.
- Coordinate departmental contributions to the Traditional Land Use Study and its subsequent implementation.
- Manage the development and implementation of a shoreline management plan emphasizing protection, development, and accessibility.
- Assist project management regarding environmental infrastructure development and operations, including waste diversion sites, water treatment facilities, and other environmental-related infrastructure.
- Manage environmental field and guardianship programs carried out by environmental staff.
- Support the update and implementation of community planning documents, including the Land Use Plan and environmental components of the Community Comprehensive Plan.
- Understand and stay updated on environmental regulatory requirements and ensure all WFN activities comply.
- Provide expert environmental considerations and recommendations to other WFN departments, businesses, and leadership.
- Apply for funding to support work that aligns with strategic planning and community needs.
- Ensure project deadlines are met and manage and oversee environmental program budgets.
- Ensure cultural considerations are integrated into all accountabilities.

QUALIFICATIONS

- A Master's of Science Degree, Bachelor of Science Degree or a four-year degree in a related field is accepted with demonstrated qualification.
- Demonstrate a passion for protecting and managing the environment in a manner consistent with WFN's traditional knowledge and values.
- Understanding of WFN's community values, practices, responsibilities, ceremonies, and protocols.
- Knowledge of and ability to implement legislation regarding Federal/Provincial Environmental processes such as: Mining Act, Crown Forest Sustainability Act, Duty to Consult and Accommodate, Species at Risk Act, Environmental Assessment Act, Environmental Protection Act, Clean Water Act, Species at Risk Act, Fisheries Act, Ontario Heritage Act, etc;
- Experience in project management for environmental services, potentially including client-based projects.
- Demonstrated ability to develop and implement safety management systems.
- Strong communication skills.

- Ability to engage WFN Membership while facilitating the gathering/sharing of information related to community engagement.
- Effective time and project management skills.
- Conflict and stress management skills.
- Advanced computer skills, including but not limited to MS Word, Excel, Access, Publisher, Outlook, and GIS programs.
- Strong oral and written communication skills, including preparing technical reports, summaries, and other documentation.
- Excellent organizational and time management skills to manage multiple tasks, prioritize workload, and meet deadlines.
- Ability to work independently and as part of a team.
- Attention to detail and a commitment to accuracy in data collection and reporting.

ASSETS

- Experience working with Indigenous organizations or First Nations communities.
- Experience leading high-performing teams.
- Experience with data management, data communication and presentation.
- Proficiency in GPS/compass navigation.
- Familiarity with Indigenous Traditional Ecological Knowledge.
- Basic understanding of Geographic Information Systems (GIS).
- Certifications in environmental monitoring or safety, including First Aid and CPR.
- NORCAT, WHMIS, and First Aid training.
- Experience implementing and researching environmental programs and techniques.

WORKING CONDITIONS

- Primarily, this position will be within the boundary of WFN and in an office environment.
- Work may sometimes occur outdoors in changing weather and terrain conditions near wildlife and may require some physical exertion.
- Local travel will be required within the First Nation's traditional territory.
- Regular office work, including data entry, report writing, and meetings.

How to Apply:

Please forward your cover letter, resume, and three (3) work references by email to recruitment@wahnapiataefn.com

Anishinabek and First Nation members are encouraged to apply. We thank all applicants for their interest, however, only those interviewed will be contacted.