



Project Coordinator – Public Listening Series

Posted August 11, 2026

Location: Preferably Tulít'a, Northwest Territories. Flexible arrangements may be considered for exceptional candidates.

Term: One-year position with the possibility of extension.

Salary: \$106,158 - \$126,809 depending on qualifications and experiences, plus benefits and Northern Allowance¹. The advertised salary reflects the rate for a fully qualified candidate. Where a candidate does not possess all of the required qualifications, an underfill appointment may be considered at a lower salary commensurate with the candidate's qualifications and experience.

Position Overview

The Sahtú Renewable Resources Board (SRRB) is seeking an experienced collaborative Project Coordinator to coordinate the implementation of its Public Listening Series (PLS), a unique and innovative initiatives that brings communities, knowledge holders, harvesters, youth, researchers and decision-maker together to address some of the most important questions facing caribou conservation in the Sahtú Region.

Working within the Hı́dó Gogha Sė́nė́gots'ı́á (Planning for the Future - PFF) framework, the Project Coordinator will implement planning, engagement, research support, communications, training activities, and event delivery associated with the Public Listening Series. The successful candidate will support Indigenous-led conservation and community planning processes, and contribute to the development of long-term stewardship strategies across the Sahtú.

Reporting to the Executive Director and working closely with SRRB staff, Renewable Resources Councils, community partners, and external organizations, the Project Coordinator will play a key role in advancing collaborative and evidence-based wildlife conservation and stewardship.

More information about the PLS and PFF is found at www.srrb.nt.ca

Major Duties

Public Listening Series Coordination and Community Engagement

- Coordinate implementation of the SRRB Public Listening Series workplan.
- Implement project schedules, budgets, workplans, and tracking systems to ensure successful delivery of all activities.
- Coordinate logistical planning and event delivery in collaboration with host communities and partner organizations.

¹ Northern Allowance rates for Tulít'a may be found at <https://my.hr.gov.nt.ca/employees/pay/northern-allowance-rates>

- Support preparation for Public Listening Sessions, including issue scoping, background research, participant engagement, and documentation.
- Travel to Sahtú Communities to assist communities in preparing submissions and participating effectively in the Public Listening Process.
- Travel to Public Listening Sessions held in Sahtú communities and assist with event coordination and coordination, including participant support, meeting logistics, and documentation.
- Foster respectful and effective relationships with Indigenous government, Renewable Resources Councils, Elders, harvesters, youth and community organizations.

Research, Stewardship, and Technical Support

- Assist with gathering, organizing, and synthesizing Indigenous Knowledge and scientific information.
- Support monitoring and evaluation activities related to PFF implementation and Public Listening outcomes.
- Contribute to the development of community led conservation plans across the Sahtú Region.

Communications and Reporting

- Prepare public notices, presentation materials, reports, proposals, briefing notes, and correspondence.
- Develop clear and accessible communication materials for community members, partners, and the public.
- Support preparation of findings, recommendations, and reports resulting from the Public Listening Session.

Qualifications - Required

- A Master's Degree in a field relevant to the position (such as Indigenous studies, environmental management, natural resource management, geography, planning, public policy, or related discipline), or an equivalent combination of education and experience
- Experience working collaboratively with Indigenous governments, communities, or organizations.
- Demonstrated project coordination experience, including planning, coordination, and delivery of multi-stakeholder initiatives.
- Experience facilitating meetings, workshops, or community engagement processes.
- Strong interpersonal skills and the ability to work respectfully across diverse cultural and professional backgrounds.
- Excellent written and oral communication skills
- Strong organizational skills and the ability to manage multiple priorities independently and as part of a team.
- Knowledge of environmental management, conservation, Indigenous stewardship, or related fields.

Qualifications – Assets

Preference may be given to candidates with experience in one or more of the following areas:

- Community based planning and implementation.
- Conservation, stewardship or wildlife management.
- Indigenous led conservation initiatives
- Modern land claims implementation and/or Indigenous co-management systems
- Conducting research, evaluation or data analysis
- Indigenous research and planning methodologies and protocols
- Data management and data analysis
- Indigenous ecological stewardship practices and knowledge systems.
- Data governance and indigenous data management protocol

Working Conditions

Physical demands: The incumbent may take part in on the land training activities. This will involve physical demands related to land travel, walking, or travelling by snow machines or boats or all-terrain vehicles.

Environmental conditions: Considerable time spent inside an office, on the land training activities, and travel to communities for meetings can provide for intense environmental conditions.

Sensory demands: On the land activities involve keen sensory inputs, hearing, seeing, smelling and tactile, and require heightened awareness for safety. Attending meetings and conducting workshops may overload the senses at times.

Mental demands: The work may at times be stressful and is subject to public scrutiny. Cross-cultural awareness and sensitivity is required. Conflict resolution skills are required in handling situations where strong opposing points of view are prevalent. It may be necessary to share accommodations. Multi-tasking to manage multiple projects under time constraints is required. Attention to detail in working with evidence, report writing and public communications is essential. Presenting to the parties and the public is required. Duty travel and long hours may impact work life balance with family and may cause additional stress.