



- Support a variety of regional planning processes including caribou range planning activities within the Sahtú
- Facilitate meetings, workshops, training sessions, and engagement activities.
- Travel to workshops, engagement sessions, and Public Listening Sessions held in Sahtú communities and assist with event coordination and coordination, including participant support, meeting logistics, and documentation.
- Travel to Sahtú Communities to assist communities in preparing submissions and participating effectively in the Public Listening Process.

### **Communications and Reporting**

- Develop clear and accessible communication materials for community members, partners, and the public.
- Assist with the development of user-friendly tools, including planning guides, plain language literature reviews, map resources and other materials for supporting PFF processes.
- Assist with preparing public notices and communication materials.
- Assist with preparing proposals, reports, planning documents, correspondence, and public communication materials related to PFF.

### **Program Development**

- Assist in developing a program and funding framework to support a sustainable PFF approach in the Sahtú.
- Foster respectful and effective relationships with Indigenous government, Renewable Resources Councils, Elders, harvesters, youth and community organizations.
- Other duties as directed from time to time.

### **Qualifications – Required**

- A master's degree in a field relevant to the position (such as planning, natural resource management, Indigenous studies, environmental management, geography, public policy, or related discipline), or an equivalent combination of education and experience
- Experience working collaboratively with Indigenous governments, communities, or organizations.
- Demonstrated experience with community-led planning processes and project coordination
- 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:

- 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.