



Employment Opportunity – Full Time

JP-2025-49 Implementation Coordinator, Forestry

The Position

Reporting to the Compliance and Implementation Manager, this position provides environmental and resources management knowledge to carry out research and administrative support by reviewing and analyzing proposals for land use and development in accordance with existing shishálh policies and plans, supporting decision-making processes, organizing information and meetings, inputting, organizing, analyzing and retrieving information and writing letters and minutes of meetings. The individual will correspond with proponents and government officials.

The Candidate:

Core Duties and Responsibilities:

- Review and incorporate information from referral submissions, as well as related expert analysis, spatial analysis, cultural information, existing information held on file and other information sources.
- Correspond with industry and government officials, as well as private proponents, regarding application process, status, and requirements.
- Plan and attend meetings, including setting agendas, taking meeting minutes, and ensuring that the appropriate Nation representatives are in attendance.
- Assist proponents with understanding any environmental, cultural, and archaeological concerns of the Nation related to an application, and how to address those concerns.
- Coordinate related boards, working groups, and other bodies convened in the process of decision-making.
- Manage documents, meeting notes, work plans and action items for those workflows to track their progress.
- Provide input and support for applications that are going through shared decision-making processes.
- Ensure all application files are organized for appropriate (digital or physical) file storage.
- Draft recommendation reports, letters, and compile supporting information for decision-makers.
- Support the preparation of documents for decision-makers, as requested.
- Draft reports for management, as requested.
- Perform all other duties within the scope of the position and as requested.

Qualifications, Skills and Abilities:

- University degree in natural resource management, forestry, biology, environmental sciences, sustainability, and/or land use planning or related discipline preferred, or equivalent relevant experience.
- Excellent organizational and time management skills and attention to detail and timelines.
- Ability to multitask and respond to changing priorities.
- Strong analytical and communication skills, including the ability to write clear and accurate reports.
- Demonstrated project management experience.
- Experience convening meetings, setting agendas, and taking meeting minutes.
- Experience using spatial analysis such as GIS.
- Demonstrated experience using Microsoft Office programs, including Word, Excel, and Outlook.
- Ability to understand and maintain systems of confidentiality.
- Ability to work effectively as a member of the department team.
- Effective interpersonal skills, including tact and diplomacy.
- A valid Driver's license and an acceptable Criminal Record Check with Vulnerable Sector Search.

If you are interested in the position, please apply on our website at <https://shishalh.com/job-opportunities/>

Preference will be given to qualified shishálh members, community members, and other First Nation 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.