



EMPLOYMENT OPPORTUNITY

Sturgeon Lake Cree Nation is seeking an individual to fill the Interim position of:

INTERIM- CONSULTATION COORDINATOR

(1 YEAR – ENDING SEPTEMBER 2025)

Under the direction of the Chief Administrative Officer, the Consultation Coordinator is responsible to maintain the provincial and federal environmental review processes relating to current and proposed development and projects within the Sturgeon Lake Cree Nation Traditional Territory, including representing Sturgeon Lake Cree Nation on technical committees as necessary. Duties include reviewing project applications for technical and scientific accuracy, participating in working group meetings, preparation and coordination of field visits, and interacting with project proponents and regulators to ensure Sturgeon Lake Cree Nation treaty rights and interests are adequately addressed and lands are protected throughout the environmental assessment processes.

Duties and Responsibilities will include but not be limited to:

- Responsible for referral and consultation triage and review. Participate in working group meetings, preparation and coordination of field visits, and interaction with technical representatives of project proponents and regulators. Attend meetings, Preparation of budgets, delivery and reporting presentations to a variety of audiences.
- Ensuring program compliance, monitoring and stewardship activities related to the conservation and protection of traditional lands and resources for the Sturgeon Lake Cree Nation
- Performing all duties and responsibilities in accordance with Sturgeon Lake Cree Nation policies, standards, traditional practices and procedures as directed by the Nation
- Supervision and coordination of Office and Field Personnel of the Consultation Department while ensuring the personnel are adequately supplied and supported to carry out the required tasks, roles and responsibilities.
- Ensuring Leadership is fully informed of mitigation measures and inadequacies for any areas of concern within the means of the program delivery.
- Assist in the identification of opportunities for and coordinate with other Sturgeon Lake Cree Nation entities as necessary to support Sturgeon Lake Cree Nation'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 proponents and stakeholders 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 SLCN's Traditional Land Use data with project applications and environmental assessments to preserve Sturgeon Lake Cree Nation Aboriginal Interests.
- Perform all other tasks within the scope of the position, as assigned.

Education, Experience and Knowledge:

- Degree or Diploma in Natural Resource Management, Environmental Science, Biology/Ecology or related field.
- Minimum 2 years experience conducting technical reviews of scientific studies.
- Basic understanding of GIS, Google Earth and various software programs, including Microsoft Office applications.
- Experience reviewing referral consulting packages, environmental assessments and working within the regulatory processes accompanying environmental assessment and permitting approvals. Ability to write proposals.
- Familiarity with provincial and federal acts, regulations and consultation requirements regarding land resource management. Familiarity working with and managing traditional use and culturally sensitive data.
- Strong interpersonal communication skills to establish and maintain effective working relationships with community members, colleagues, and government officials.
- Valid AB drivers' license with clean driver's abstract.
- Provide a current Criminal Record Check, including a Vulnerable Sector Screening as a condition of employment.

Please submit Cover Letter, Resume and minimum of three (3) References by

Friday September 25, 2024

By Mail: Sturgeon Lake Cree Nation
Box 757, Valleyview, Alberta T0H 3N0

By Fax: (780) 524-2711

By Email: employment@sturgeonlake.ca