



Field Staff Coordinator

About the position

The Field Staff Coordinator is responsible for hiring, scheduling, and collecting work from field monitors and technicians as well as reporting findings to the technical department Land Use Manager, Chief and Council of the West Moberly First Nations. The coordinator will also be responsible for the creation/coordination of training programs for field staff and the coordination, document collection and potential draft reporting for traditional use studies. Other duties will be draft invoicing and time collection, contract creation/fulfillment and other duties as needed.

Recruitment and Training

- Determine classification of work to be performed and number of positions needed based on qualification funding, contract availability, in accordance with the WMFN hiring policy.
- Determine and facilitate required training for each monitors or contractor.
- Keep clear and defined records on work offered/work accepted or refuses and reasons why. Times/dates/pay. Also need to keep track of equipment used, returned and in what condition.

Project Management

- Coordinate and delegate field related work to ensure equality and fairness to monitors within the community.
- Work with GIS and technical team to coordinate data.
- Oversee work of Field Staff as they approach cultural and spiritual sites.
- Assist with traditional use studies to ensure appropriate data is provided to the appropriate department.

Administration and Reporting

- Monitor Journey Management to ensure monitors have made it to the location and have returned each day.
- Schedule and report field work completion.
- Assist with the preparation and review of reports.
- Evaluate projects for compliance within required specification of contract.
- Complete timesheets and billing for Finance department.
- Assist Land Use Manager with various projects as needed.

Other duties as required.



The Successful Candidate

Your toolkit will bring:

- You are a member of WMFN or a First Nations member.
- Knowledge of WMFN traditions, hunting, and tracking practices.
- Survival training and experience working and living off the land.

Education and Work Experience:

- Minimum high school graduation and preferably post-secondary education or formal training in Administration, Natural Resources or First Nations Land Management, Fisheries and Wildlife.
- At least one (1) year previous lands administration and or guardian experience and previous supervisory experience.
- Understanding of First Nations Governance and Land Use policies for WMFN.
- At least three years' experience writing reports to create and present data reports. Proposal writing experience.

Knowledge, Skills and Abilities:

- Knowledge of West Moberly culture, traditions, hunting and tracking practices.
- Effective interpersonal and organizational skills and the ability to maintain effective working relationships.
- Ability to handle confidential information with tact and discretion.
- Demonstrated ability to work effectively, both independently and as part of a team.
- Intermediate skills using a variety of computerized software packages such as Microsoft Office Suite (e.g., Excel, PowerPoint), related databases and Internet.
- Valid class 5 Driver's license.
- Up to date record of immunizations & tuberculosis.
- Comply to Criminal Record Check, Vulnerable Sector and may be subject to Drug and Alcohol testing.

What We Offer

Full time employment, 70 hours bi-weekly, a comprehensive salary, RRSP program and benefits package. Hours may vary depending upon the needs of the Environmental Guardian's schedules.

How to Apply

Interested candidates can email their resume and a cover letter outlining previous related off the grid guardian experience, by no later than December 9, 2020.

If interested please do not wait until the deadline, please apply asap, as interviews will begin right away. **Please send application to: jobs@westmo.org**