



Location: Edmonton, Alberta
Start Date: As soon as possible
Position: One year with potential for extension

About the Organization

First Nations Technical Services Advisory Group Inc. (TSAG) is a not-for-profit provider of quality technical service and training for First Nations in Alberta. TSAG's purpose is to assist First Nations in gaining the tools and knowledge needed to achieve and maintain high standards in technology and services within the community.

About the Opportunity

Reporting to the Environment Department Manager, the Land Management Coordinator will be responsible for the delivery of TSAG's programming pertaining to land management. Specifically, the Land Management Coordinator will work directly with First Nations to identify and address data needs for the documentation of sites of cultural or environmental importance. The Land Management Coordinator will work with other TSAG staff undertaking data management and mapping to ensure that First Nations receive coordinated, comprehensive data and mapping services. Extensive travel in Western Canada will be required.

In addition to working with First Nations to document and map sites of cultural or environmental importance, the Land Management Coordinator will assist staff with other environmental management projects.

Qualifications

A Bachelor's degree in environmental sciences, indigenous studies or a related field. A minimum of 3 years relevant experience in a field related to traditional land use studies, community-based programming, and/or working with indigenous communities. Applicants must have a valid driver's license.

Requirements

- Knowledge of cultural protocols, history, and cultural values of Indigenous peoples
- Understanding of basic land management protocol on First Nations lands
- Extensive experience writing reports
- Familiarity with GIS and database management
- Proficiency organizing and formatting various types of data, particularly spatial data
- Experience with workshop or meeting facilitation
- Excellent interpersonal, oral and written communication skills
- Proven time management skills, with the ability to set priorities and meet deadlines. Must be both an independent self-starter and work well in a team environment
- Proven ability to work with multiple stakeholder groups
- Demonstrated ability to build strong internal and external relationships
- Flexibility and adaptability to a dynamic project portfolio
- Proficient in MS Office Suite (Word, Power Point, Outlook)
- Ability to travel regularly within Western Canada and occasionally greater distances, as well as work overtime as required to meet program deadlines



Assets

- Experience as a project lead
- Familiarity with land management and/or planning
- Training and experience in conflict resolution or mediation
- Experience in Elder engagement
- Practical experience organizing and conducting field visits to sites of cultural importance

Working Conditions

Office hours are from 8:30 a.m. to 4:30 p.m. Monday through Friday. Main office is located in Edmonton, AB. Interested applicants can submit a resume and cover letter to Amanda Doyle, Environment Department Manager at adoyle@tsag.net by 4:30p.m., April 14, 2017

TSAG is an equal opportunity employer and welcomes applications from all interested parties. We thank you for your interest, however, only those candidates selected for an interview will be contacted. No agencies please.