



Employment Opportunity

POSITION: Prescribed Fire Communications & Administrative Officer (Term)

CLASSIFICATION AND RATE: S3 Prescribed Fire Communications & Administrative Officer
Full Time Annual Salary \$41,368 - \$50,283
Hourly \$21.95 - \$26.68

BENEFITS: Meewasin offers a generous benefits package including extended health, dental, disability and life insurance and a matched pension.

START DATE/TERM: June 2023 - March 31, 2025

OTHER: This is a new term position at Meewasin supporting the Canadian Prairies Prescribed Fire Exchange. This position will start out part time and may expand up to 37.5 hours per week. Three weeks of earned vacation to start (based on full time hours – pro-rated for actual hours worked); earned days off schedule may apply. This is an SGEU in-scope position.

REQUIREMENTS: This position is required at times to work flexible hours, including weekends, early mornings and evenings.

Job Description: attached.

TO APPLY:

Please provide the following information marked “Prescribed Fire Communications & Administrative Officer (Term)” to the email below on or before May 29, 2023.

* cover letter and resume in one PDF document *

Meewasin Valley Authority
Email: jobs@meewasin.com

DEADLINE FOR APPLICATIONS: June 16, 2023

Only those applicants who have been chosen for an interview will be contacted. For more information visit www.meewasin.com/careers.



Prescribed Fire Communications & Administrative Officer

Position: Prescribed Fire Communications & Administrative Officer (Term)

Reports to: Resource Management Officer

Date: May 2023

Organizational Description:

The Canadian Prairies Prescribed Fire Exchange (CPPFE) is an interagency collective established to increase capacity for knowledge sharing and training surrounding the use of prescribed fire as a management tool in Canadian prairie and parkland ecosystems. The CPPFE does not conduct prescribed fires, but instead provides learning and training opportunities, facilitates equipment and resource sharing, and acts as a hub for current fire science and grassland fire knowledge. The primary function of the Exchange is to assist fire practitioners of all backgrounds, from landowners, to communities, to conservation groups and even experienced firefighters.

Meewasin is mission passionate team of about 30 employees who work in a fast-paced environment. We are committed to delivering strategic priorities of maintaining a healthy & vibrant river valley, growing a sense of community, and protecting the legacy of the region that follows an amazing 100-year plan. All of Meewasin's successes could not be achieved without such a hardworking, adaptable and dedicated team. We are always looking for people who are committed to this legacy and want to apply their skills and expertise to make a difference.

Meewasin is the steward of the beautiful Meewasin Valley which is on Treaty Six Territory and the traditional homeland of the Métis people. We acknowledge this as part of our organization's efforts towards reconciliation and honor the vast knowledge held by traditional Indigenous caretakers of the land as we work alongside them today.

General Accountability

Reporting to Meewasin's Resource Management Officer, the Prescribed Fire Communications & Administrative Officer is a new role to Meewasin, working with the Canadian Prairies Prescribed Fire Exchange (CPPFE) program. The incumbent has a prime responsibility to develop and deliver communication material as well as collaborate with the Interagency Prescribed Fire Coordinator (PFC) and Prescribed Fire Science Coordinator (PFSC) to provide administrative support to projects, courses, events and prescribed fire training delivered by the CPPFE. This role is primarily administrative, with possible opportunity for travel to Alberta, Saskatchewan and Manitoba. Below is a list of specific accountabilities; this position will also support Meewasin initiatives with other duties as assigned.

Specific Accountabilities

1. Prescribed Fire Program.

This position will work to further develop the Canadian Prairies Prescribed Fire Exchange program. Activities will include:

- Work with the CPPFE team and partner groups to collect, coordinate, and arrange programming regarding prescribed fire and grassland fire ecology.
- Work with the CPPFE team and partner groups to develop, coordinate and deliver workshops, conferences, and training events.
- Develop and deliver communications material, including social media content, website updates and promotional content.
- Provide assistance in coordinating, Meewasin, and partner agency prescribed fires, and attend when possible.
- Assist in completing applicable reporting related to funding applications and/or proposals.

2. Communications & Administration

- Develop communications strategies to support the strategic plan.
- Maintain and update the CPPFE social media accounts.
- Coordinate travel logistics for CPPFE staff and partners.
- Engage with stakeholders and attend events to obtain stories, photographs and videos to create interesting content for the CPPFEs digital platforms and other promotional purposes.
- Create new content, campaigns, and engagement on CPPFE's social media channels and on the CPPFE website.
- Develop and manage content for electronic newsletters to various stakeholders.
- Collaborate with the CPPFE team to develop and produce quarterly and annual reports to donors and members.
- Engage with internal and external stakeholders to create communication opportunities.
- Determine target audiences for communications messaging and develop digital strategies/tactics and graphic design solutions to best engage with the target audience.
- Review external advertising mediums and provide recommendations for use.
- Maintain and update content of current Prescribed Fire online course.
- Maintain and update, as required, presentations for prescribed fire training, conferences and information sharing.
- Update templates for various stakeholders on the CPPFE website.
- Attend webinars, workshops, and training events, as required, to build an understanding of prescribed fire operations and applications.
- Organize electronic files and maintain the photo database.
- Stay current on emerging trends in digital marketing and graphic design through self-learning, engaging with professional associations and attending training, as approved.

Education and Experience

Completion of a degree or diploma in communications and/or marketing and 2-3 years of experience in this field is required. Experience in administrative support, experience and knowledge in biology, resource management, wildfire, prescribed fire and/or conservation of western Canada's grasslands is considered an asset. Experience in using various social media platforms, website software (ie. Squarespace, WordPress), Microsoft Office, and Adobe are required.

A satisfactory Criminal Record Check is required.

The incumbent must be available to work a flexible schedule, including weekends, early mornings and evenings as required.

Required Competencies

Effective Communication

Demonstrates the ability to communicate effectively in a wide variety of situations; including face-to-face, over the phone and in writing.

- Is well understood when speaking with others
- Keeps others well informed in a timely manner
- Provides useful and valuable information to others
- Demonstrates an awareness of the impact of communication on others
- Listens attentively and asks questions to ensure understanding
- Produces written communication that is understood by others
- Chooses an appropriate level of detail in each communication situation
- Chooses appropriate method and vocabulary for communication
- Demonstrates confidentiality and discretion in all communication
- Provides information in a timely manner for the purposes of knowledge transfer and sharing

Flexible and Adaptable

Demonstrates an ability to adapt and thrive in an atmosphere of changing priorities and circumstances.

- Demonstrates a positive attitude towards change
- Seeks out new ways of doing things
- Is open to the views, ideas and opinions of others
- Demonstrates emotional maturity and resilience in times of change
- Able to maintain productivity during times of change
- Supports others constructively in dealing with change

Teamwork and Collaboration

Demonstrates the ability to work cooperatively within a team, and with individuals throughout the organization, to achieve optimal results.

- Works well across organizational lines; remaining flexible
- Openly and regularly shares information with others
- Supports others in their efforts to achieve
- Accepts, supports and promotes decisions of the team

- Willing to forgo personal recognition while working toward team goals
- Encourages others to openly share ideas and insights
- Openly recognizes contributions of others
- Works collaboratively with colleagues
- Ensures personal challenges do not interfere with meeting the priorities of the team and organization

Problem Solving and Decision Making

Able to take action in solving problems while exhibiting judgement and a realistic understanding of issues; able to use reason even when dealing with emotional topics; review facts and weigh options.

- Identifies root causes rather than reacting to symptoms
- Seeks to understand a problem by gathering facts before making a decision for a solution
- Gathers, organizes and evaluates relevant information in order to fully assess situations
- Sees barriers or issues as challenges and opportunities rather than problems
- Demonstrates good judgement in managing people and resources
- Makes tough decisions in a timely manner and communicates accordingly

Attention to Detail

Attends to accuracy, completeness and timeliness in tasks; approaching work in a disciplined and orderly fashion.

- Actively checks work for accuracy; ensure client requirements for accuracy and timeliness are met
- Work produced contains few errors or omissions
- Maintains orderly electronic or paper files
- Ensures all steps are completed in any procedure
- Stresses the importance of accuracy in work
- Thoroughly reviews work

Client Focus or Service

Demonstrates a high level of service delivery to internal and external clients by setting priorities based on client needs and continuously seeking ways to meet and exceed client expectations.

- Demonstrates an understanding of the importance of meeting client needs
- Actively seeks to understand and meet client needs
- Responds to clients in a timely manner
- Actively seeks feedback from clients
- Offers suggestions and solutions to clients
- Offers ideas internally to improve client service
- Sets priorities based on client needs and expectations

Relationship Building

Demonstrates understanding and openness towards others; building rapport by nurturing and valuing positive relationships both in and outside the institution.

- Initiates and strengthens relationships through regular and frequent contact with others
- Demonstrates openness and respect for the opinions and ideas of others
- Maintains cooperative relationships throughout the organization
- Identifies and effectively manages difficult relationships
- Listens with empathy to others' concerns and feelings
- Effectively balances task with relationship demands.
- Helps others without being asked