



Employment Opportunity

POSITION: Prescribed Fire Communications Outreach Officer (Term)

CLASSIFICATION AND RATE: S3 Prescribed Fire Communications Outreach Officer
Full Time Annual Salary \$41,368 - \$50,283 (2021 rate)

START DATE/TERM: September 2024 - December 31, 2025

BENEFITS: Meewasin offers a generous benefits package including extended health, dental, disability and life insurance and a matched pension. (eligibility may differ for term position)

OTHER: This is a new full time term position at Meewasin supporting the Canadian Prairies Prescribed Fire Exchange. 37.5 hours per week; three weeks of earned annual vacation; and earned days off schedule. This is an SGEU in-scope position.

REQUIREMENTS: This position will require weekend and evening work on occasion. Must have access to own cell phone.

Job Description: attached.

TO APPLY:

Please provide the following information marked "Prescribed Fire Communications Outreach Officer (Term)" to the email below on or before September 4, 2024.

* cover letter and resume in one PDF document *

Meewasin Valley Authority
Email: jobs@meewasin.com

DEADLINE FOR APPLICATIONS: September 4, 2024.

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



Prescribed Fire Communications Outreach Officer

Position: Prescribed Fire Communications Outreach Officer (Term)

Reports to: Resource Management Officer

Date: August 2024

Organizational Description:

Meewasin is a 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.

Meewasin is a founding member and hosts the Canadian Prairies Prescribed Fire Exchange (CPPFE) which is an interagency collective established by funding from the Weston Family Foundation 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 CPPFE is to assist fire practitioners of all backgrounds, from landowners, to communities, to conservation groups and even experienced firefighters.

General Accountability

Reporting to Meewasin's Resource Management Officer, the Prescribed Fire Communications Outreach 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 enhanced communication and communication materials as well as collaborate with the Interagency Prescribed Fire Coordinator (PFC) and Prescribed Fire Science Coordinator (PFSC) to provide effective administrative support to projects, research, courses, events, and prescribed fire training delivered by the CPPFE. Below is a list of specific accountabilities; this position will also support Meewasin initiatives with other duties as assigned.

Specific Accountabilities

1. Communications

- Develop communications strategies to support the strategic plan.
- Determine target audiences for communications messaging and develop digital strategies/tactics and graphic design solutions to best engage with them.
- Prepare PowerPoint slides and other presentation materials highlighting member activities and research findings.
- Engage with stakeholders and attend events to obtain stories, photographs, and videos to create interesting content and build an understanding of prescribed fire operations, as required.
- Create new content and manage overall communications including social media channels, newsletters, and website.
- Collaborate with the CPPFE team to develop and produce quarterly and annual reports to donors and members.
- Help coordinate member polls to gather information.
- Ensure information is effectively shared among team members.
- Review external advertising mediums and provide recommendations for use.
- Stay current on emerging trends in digital marketing and graphic design through self-learning, engaging with professional associations and attending training, as approved.
- Simplify and communicate scientific research and data to various audiences.
- Assist in preparing reports, media releases, and informational materials on prescribed fire research and statistics.
- Engage with academic institutions and students to promote and disseminate research findings and educational materials.

2. Administration & Coordination

This position will work to further develop the Canadian Prairies Prescribed Fire Exchange program both internally and with partner groups. Activities will include:

- Organize and facilitate regular member meetings and discussions.
- Plan and coordinate workshops, conferences, and training events including travel logistics.
- Manage electronic files, photo database, documentation, and records, including updating training materials, templates and partnership agreements.
- Track and report prescribed fire statistics and research initiatives.
- Assist in identifying and applying for grants and funding opportunities.
- Assist in completing reporting related to funding applications and/or proposals.
- Support the development of sustainable long-term funding strategies.

Education and Experience

Completion of a degree or diploma in administration or communications is required. Experience in an administrative or communications role, preferably in an environmental or scientific organization is required. Experience using various social media platforms, website software (ie. Squarespace, WordPress), Microsoft Office, and Adobe are required. The incumbent must have strong organizational and communication skills, both verbal and written.

A degree in marketing and applicable experience in communications and/or administration may also be considered.

Experience and knowledge in biology, resource management, wildfire, prescribed fire and/or conservation of western Canada's grasslands is considered an asset.

Ability to work collaboratively with a diverse team will be essential.

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. Occasional travel may be required.

Required Competencies

Meewasin has four core competencies that are common for all Meewasin positions and support the culture of this organization. They form the foundation of our recruitment tools and employee assessments:

Effective Communication

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

Flexible and Adaptable

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

Teamwork and Collaboration

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

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.

In addition, the specific competencies for the Prescribed Fire Communications Outreach Officer are:

Attention to Detail

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

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.

Relationship Building

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