

## Employment Opportunity

### **POSITION:** Canadian Prairies Prescribed Fire Exchange Senior Program Coordinator (Term)

**CLASSIFICATION AND RATE:** S7 - Annual Salary \$53,510 - \$65,042 (2021 rate)

**START DATE/TERM:** February 2025 to April 30, 2026 (potential extension)

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

**OTHER:** Full-time Term position; 37.5 hours per week; three weeks of earned annual vacation; earned days off schedule. This is an SGEU in-scope position.

**REQUIREMENTS:** This position will require weekend and evening work on occasion and periodic travel across Western Canada and the United States. Must have access to own cell phone.

**Job Description:** attached.

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### **TO APPLY:**

Please provide the following information marked "Canadian Prairies Prescribed Fire Exchange Senior Program Coordinator" to the email below on or before January 13, 2025:

\* cover letter and resume in one PDF document and list of actual experience in leadership and participant roles in completed prescribed fires is required along with a list of completed post-secondary and/or other courses relevant to prescribed fire\*

Meewasin Valley Authority  
Email: [jobs@meewasin.com](mailto:jobs@meewasin.com)

**DEADLINE FOR APPLICATIONS:** January 13, 2025

Only those applicants who have been chosen for an interview will be contacted.

For more information visit [www.meewasin.com/careers](http://www.meewasin.com/careers) and [www.grasslandfire.ca](http://www.grasslandfire.ca)

## Canadian Prairies Prescribed Fire Exchange Senior Program Coordinator (Term)

**Position:** Canadian Prairies Prescribed Fire Exchange Senior Program Coordinator

**Reports to:** Resource Management Officer

**Date:** November 2024

### Organizational Description:

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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. 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 located on Treaty 6 Territory and the Homeland of the Métis. We humbly acknowledge the traditional caretakers of the land and honour the First Nations and Métis people of this place.

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, Prairie Grassland Initiative 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, conservation groups and even experienced firefighters in restoring fire to the prairie landscape.

### General Accountability

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Reporting to Meewasin's Resource Management Officer, the Senior Program Coordinator is an integral role to Meewasin's commitment to conservation and specifically the use of prescribed fire. The Senior Program Coordinator will continue to build capacity for the Canadian Prairies Prescribed Fire Exchange and lead the program including grant administration, budget development, reporting, supervision of staff and relationship management. The Senior Program Coordinator will also work with the steering committee to set and deliver on strategic goals. Below is a list of specific accountabilities; this position will also support Meewasin and CPPFE initiatives with other duties as assigned.

## Specific Accountabilities

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### 1. Program Coordination

- Plan, coordinate and deliver projects that support:
  - training practitioners of prescribed fire, including administration of online courses,
  - gathering and exchanging fire management data and information, including active and intentional research,
  - facilitating prescribed fire opportunities with shared equipment and connecting agencies in need of resources and personnel,
  - facilitating conversations on prescribed fire in Canada including education and outreach, and
  - fostering a community of practice to support fire as a land management tool.
- Organize and complete project and activity reporting requirements based on internal, governmental and funding agency requirements.
- Review and consult on prescribed fire plans for partners operations.
- Plan, facilitate and attend steering committee meetings.
- Ensure project liabilities are understood and addressed.
- Ensure project authorizations are delivered prior to execution.
- Work with other fire exchange networks in Canada and United States to share best practices, resources, ideas and concepts.
- Coordinate communications including website and database development.
- Maintain regular communication with and between the project proponents, contractors, funding agencies and Meewasin Valley Authority.
- Maintain appropriate partnerships with collaborating agencies and organize the required reporting to support the CPPFE and Meewasin Valley Authority mandates.
- Develop and maintain partnerships in the conservation, agriculture, and academic communities.

### 2. Administration

- Execute and implement project and program management, including organizing, directing, and inspecting deliverables.
- Develop preliminary budgets and assist in allocating funds for program expenses.
- Oversee initiatives carried out by Fire Exchange employees.
- Monitor and ensure safe working conditions and practices at all training events hosted by CPPFE, in full compliance with the requirements of Occupational Health and Safety regulations, as well as host organization policies and reporting.
- Reconcile purchases made by petty cash, credit card, and/or purchase order.

### 3. Equipment Management

- Maintain an inventory of all tools, equipment and materials for CPPFE, as well as, ensure safeguard measures are in place.
- Coordinate, plan and record the maintenance schedule effectively for all tools and equipment.
- Plan equipment replacement and upgrades as required.
- Secure and coordinate fleet vehicles, and ensure the monitoring, repair and inspections schedules are undertaken in coordination with Meewasin's Construction Supervisor.

#### 4. Leadership Excellence

- Lead, attend, present and engage internally and externally on boards, committees and working groups where required.
- Plan, attend and deliver presentations that support mandate delivery, including relationship development, conferences, workshops, training exercises (Prescribed Fire Training Exchange (TREX)), guidance to landowners, NGOs, communities, and other agencies to explore the use of prescribed fire.
- Foster relationships and partnerships to support and enhance Meewasin's and CPPFE's strategic priorities, specifically in regard to this program.
- Develop and adhere to the strategic plan, annual business and work plans, budget and associated reporting including revenue and expenses annually to achieve program goals and objectives. This includes working with fire exchange employees and the steering committee.
- Initiate or support requests for funding applications and corresponding reporting related to funding in alignment with program goals and objectives.
- Participate in recruitment, retention, supervision and training of fire exchange student placements, permanent, term and/or part-time employees.
- Schedule, evaluate and coach fire exchange employees and student placements.
- Respond to department specific media inquiries when required by Meewasin's CEO.
- Share skills and knowledge across organizational lines for effective delivery of Meewasin's and CPPFE's strategic plans.

#### Education and Experience

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Completion of a degree in resource management, biology, agriculture or equivalent with a minimum of 3 years' experience in program development and management experience is mandatory for this role. Broad experience in resource management and conservation is considered a must. Eligibility for a professional designation as Professional Agrologist or Biologist is considered an asset. Experience in using Microsoft office, GIS software, GPS units and literacy in these fields are beneficial. Understanding of regulations associated with working on crown land, non-profit organizations, and contract monitoring are beneficial. Additionally, experience in working with Indigenous communities and stakeholder engagement in the delivery of natural resource projects is considered an asset. The position may require heavy lifting daily during field season, frequently over 50 lbs.

Technical knowledge and experience with prescribed fire, both in planning, delivery and equipment is required. A list of actual experience in leadership and participant roles in completed burns is required along with a list of completed post-secondary and/or other courses relevant to prescribed fire (this includes but is not limited to grassland ecology coursework, wildland fire courses and incident command system training).

A satisfactory Criminal Record Check, including a vulnerable sector check, is required prior to appointment to the position.

A valid driver's license is required for regular travel throughout the region and out of province. Additional travel may be required for both Western Canada and the United States.

First Aid training is required; Level C is acceptable; Wilderness First Aid is preferred.

The incumbent must be available to work a flexible schedule, including weekends, early mornings and evenings as required. This position is required to complete demanding, outdoor, physical work in inclement weather during all seasons.

## Required Competencies

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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.

### ***Teamwork and Collaboration***

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

### ***Flexible and Adaptable***

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

### ***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 Meewasin's Canadian Prairies Prescribed Fire Exchange Senior Program Coordinator are:

### ***Planning and Goal Setting***

Establishes personal priorities and work plans adjusting as required to ensure alignment with overall departmental and organizational goals.

### ***Initiative***

Demonstrates taking action without being prompted to do so by others; complete tasks by removing barriers and locating necessary resources.

### ***Focus on Safety***

Demonstrates a commitment to safety in the workplace, including in one's own work, that of the team and that of the entire organization.

***Results Oriented***

Demonstrates a consistent focus on achieving results by overcoming challenges or obstacles; achieves or surpasses standards of excellence.

***Coaching & Developing Others***

Demonstrates the ability to foster learning and development in others; accurately assess employee's interests, needs and capabilities then coach or support them as necessary.

For more information on CPPFE please visit [www.grasslandfire.ca](http://www.grasslandfire.ca).