



Meewasin Valley Authority
402 Third Avenue South
Saskatoon, Saskatchewan S7K3G5
Phone (306) 665-6887 Fax (306) 665-6117

Employment Opportunity

POSITION: Resource Management Assistant (Summer Staff)

CLASSIFICATION AND RATE: H5 – Student Employment - \$18.95 per hour (2021 Rate)

TERM: May 5, 2025 to August 29, 2025

OTHER: full time position; hours of work 37.5 per week; scheduling may include evening and weekend work. This is an SGEU in-scope position. Preference may be given to those applicants that meet the requirements for current grant applications.

REQUIREMENTS: This position will require evening and weekend work on occasion. Must have access to own cell phone. Some travel outside of the region maybe required.

JOB DESCRIPTION: attached.

TO APPLY:

Please provide the following information marked “Resource Management Assistant (Summer Student)” to the **email address below** on or before February 23, 2025:

- cover letter and resume in one single Word or PDF document

Meewasin Valley Authority
Email: jobs@meewasin.com

DEADLINE FOR APPLICATIONS: February 23, 2025

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



Resource Management Assistant (Summer Staff)

Position: Resource Management Assistant

Reports to: Resource Management Field Coordinator (Resource Management) or
CPPFE Senior Program Coordinator (Prescribed Fire)

Date: January 2025

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.

General Accountability

Reporting to the Resource Management Field Coordinator or CPPFE Senior Program Coordinator (Prescribed Fire), the Resource Management Assistant is responsible to assist with the implementation and monitoring of the Resource Management program with emphasis on enhancement, management and restoration of the ecological integrity of the Meewasin Valley. Below is a list of specific accountabilities; this position will also support Meewasin initiatives with other duties as assigned.

Specific Accountabilities

1. Resource Management

- Invasive species management including bio-control collection and distribution, mechanical removal, hand removal and herbicide application
- Assist with prescribed fire programs including site preparation, pre- and post-fire ecological monitoring and data collection, and equipment maintenance
- Assist with targeted grazing projects including site preparation, constructing and moving fences and pens, watering, and engaging with the public

- Conservation mowing and hand-removal of native shrubs to enhance grassland bird habitat
- Restoration activities including native grass and wildflower plug planting, tree planting, native seed harvesting, and site preparation including invasive species control and seedbed preparation
- Ecological monitoring activities including flora and fauna surveys, ecological health surveys, and water quality monitoring using monitoring equipment such as wildlife cameras and acoustic monitors
- Methodical data collection, documentation, and processing of monitoring data and ensuring data integrity
- Prepare reports and maps, and update databases from field data collection and site reporting
- Maintenance of public access locations including trail mowing, garbage removal, litter pick-up, sign installation, and fence repairs, and building/repair of bird and bat boxes
- Maintenance and operation of field equipment including hand-tools, gas-powered equipment, 0-turn mowers, brush mowers, tractors and attachments, UTVs, trailers, and pumps
- Work with the volunteer program to conduct ecological monitoring, tree wrapping, invasive species removal, restoration, tree planting, infrastructure maintenance and site clean-up activities
- Participate in ecological tours and events
- Report criminal and maintenance issues to relevant authorities according to Meewasin protocols
- Engage the public in Meewasin's resource management activities and Meewasin Bylaw awareness
- Represent Meewasin and act as a goodwill ambassador

2. Representation & Safety

- Represent Meewasin and adopt the Mission & Principles
- Apply Occupational Health and Safety regulation and policies throughout daily work
- Work effectively independently, and as a part of a crew in order to achieve goals as directed by supervisors

Education and Experience

Must be currently enrolled in a post-secondary program in resource management, ecology, biology, agriculture, or related program. Familiarity with biological and physical components of natural areas in the Saskatoon region is considered an asset, along with experience with ecological monitoring, invasive species management, prescribed fire, restoration activities, livestock management and equipment operation. The ability to identify native plants, wildlife and birds are also an asset. Experience in using Microsoft Office, GIS, GPS units, ecological monitoring equipment as well as motorized equipment (both hand-held as well as tractors, mowers, and UTVs) are considered assets. The incumbent must be able to perform heavy physical work, lifting daily under 50lbs and frequently over 50lbs, walk up to 5 km in steep terrain, and in various outdoor conditions and inclement weather. Knowledge and application of the Occupational Health and Safety regulation is considered an asset.

A satisfactory Criminal Record Check is required prior to appointment to the position.

A valid driver's license is required.

First Aid training is considered an asset.

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. Some travel outside of the region maybe 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 an 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 the Resource Management:

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.

Attention to Detail

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