

Employment Opportunity

POSITION: Communications Coordinator – Canadian Prairie Prescribed Fire Exchange (CPPFE)

CLASSIFICATION & RATE: S4 – Annual Salary \$48,750 - \$59,254

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

START DATE: June 2026

OTHER: 4-year term; 37.5 hours per week; three weeks of earned annual vacation; earned days off schedule. This is an SGEU in-scope position.

LOCATION: Saskatoon

JOB DESCRIPTION: Attached.

TO APPLY:

To apply, please email your cover letter and resume as one document in Word or PDF format, to jobs@meewasin.com, using the position title as the subject of the email. Only those applications who have been selected for an interview will be contacted. Application closes on **April 30, 2026**.

Our Recruitment Process

We are committed to a fair, transparent, and respectful recruitment experience. Shortlisted candidates will be contacted for next steps, which may include a phone or virtual interview and role-specific assessments. We aim to keep shortlisted applicants informed throughout the process.

Accessibility & Accommodation

Accommodation is available upon request throughout the recruitment process. If you require support at any stage, please contact jobs@meewasin.com.

Who Should Apply

The listed qualifications provide an overview of the knowledge and experience needed for this role. Applicants who can demonstrate closely related or transferable skills are welcome to apply, even if their experience does not match every requirement exactly.



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Communications Coordinator – CPPFE

Organizational Description

Meewasin is a purpose-driven team dedicated to conserving the cultural and natural resources of the South Saskatchewan River Valley for the benefit of present and future generations. We are committed to delivering strategic priorities for 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 Meewasin's successes could not be achieved without our hardworking, adaptable, and dedicated team.

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.

The Canadian Prairies Prescribed Fire Exchange

Meewasin is a founding member and host of the Canadian Prairies Prescribed Fire Exchange (CPPFE), an interagency capacity-building initiative established in 2021 to advance the safe, professional, and ecologically appropriate use of prescribed fire across prairie and parkland ecosystems. Building on the success, partnerships, and practitioner networks developed during its first five years, the CPPFE is now entering its next phase of growth and program development. The Exchange does not conduct prescribed burns; rather, it serves as a coordination and knowledge hub that strengthens prescribed fire capacity through training, knowledge sharing, resource and equipment exchange, and the mobilization of current fire science and practitioner expertise. The CPPFE supports a diverse and expanding community of practitioners, including landowners, agencies, Indigenous communities, conservation organizations, and experienced fire personnel.

Role Purpose

Reporting to the Director of Conservation, the Communications Coordinator is responsible for planning, developing, executing, and evaluating communications and engagement activities supporting the Canadian Prairies Prescribed Fire Exchange's program delivery. The position ensures prescribed fire knowledge, program activities, partner initiatives, and practitioner experiences are translated into clear, credible, visually consistent, and strategically targeted communications.

The role combines strategic communications, digital content development, storytelling, media relations, podcast development, stakeholder engagement, and analytics.

1. **Communications Strategy, Content Development & Knowledge Translation**

- Develop and implement communications approaches aligned with program objectives and priorities
- Identify target audiences and tailor messaging to practitioners, partners, landowners, institutions, and the public
- Support consistent framing of prescribed fire as a safe, professional, and essential land-management tool
- Develop, write, edit, and manage clear, engaging communications and outreach materials
- Translate technical, scientific, operational, and policy-related information into accessible formats
- Prepare presentations, visual materials, and knowledge-sharing products
- Ensure clarity, credibility, accuracy, and consistency of program messaging

2. **Digital Platforms, Storytelling & Media Development**

- Develop, schedule, and manage content across digital platforms and communications channels
- Maintain and update website content, program resources, and communications materials
- Coordinate social media presence, campaigns, and engagement initiatives
- Capture and develop stories highlighting training, partnerships, and practitioner experiences
- Coordinate photography, video, and narrative content from events and field activities
- Support development of infographics, visual assets, and digital resources
- Uphold visual identity, templates, and brand consistency
- Support development, production, and promotion of podcast and multimedia content

3. **Media Relations, Outreach & Stakeholder Communications**

- Draft and coordinate news releases, announcements, and public communications materials
- Support media inquiries and assist with preparation of spokesperson materials
- Participate in or support media interviews and external communications initiatives
- Support communications with practitioners, partners, agencies, and academic institutions
- Assist with partner recognition, announcements, and collaborative initiatives
- Maintain effective information flow across program networks and working groups

4. **Program Support, Evaluation & Communications Asset Management**

- Support communications for workshops, training events, meetings, and outreach activities
- Develop supporting materials and visual resources for program initiatives
- Monitor performance of communications initiatives and digital platforms
- Track engagement metrics and communications effectiveness
- Provide recommendations to refine communications strategies and approaches
- Maintain organized electronic filing systems, media libraries, and communications assets
- Support documentation, reporting, and archival of communications outputs

Role Requirements

The ideal candidate will have:

- Degree or diploma in communications, marketing, public relations, or a related discipline
- At least three (3) years of demonstrated experience in communications, digital media, marketing, or similar roles
- Proven ability to develop clear, engaging written and visual content for diverse audiences
- Experience managing social media platforms, digital communications channels, and website content management systems
- Proficiency with Microsoft Office and commonly used communications, design, and content-development software
- Strong organizational skills with excellent written and verbal communication abilities
- Demonstrated ability to translate technical or specialized information into accessible and compelling messaging
- Experience working in environmental, conservation, natural resource management, or land-management contexts (considered a strong asset)
- Familiarity with prescribed fire, wildfire, agriculture, grassland ecology, or related subject areas
- Experience supporting podcast development, audio or multimedia content creation
- Skills in photography, videography, graphic design, or use of drones
- Demonstrated ability to interpret digital analytics and evaluate communications performance
- Experience collaborating with multi-partner initiatives, interdisciplinary teams, or distributed networks
- Understanding of public-sector, non-profit, or interagency communications environments
- Ability to work collaboratively with a diverse team
- Ability to obtain and maintain a satisfactory Criminal Record Check