

Employment Opportunity

POSITION: Program Manager, Canadian Prairies Prescribed Fire Exchange (Term)

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

START DATE: July 2026

OTHER: 4-year term, Full Time; 37.5 hours per week; four weeks of earned annual vacation; earned days off schedule. Out of Scope position.

LOCATION: Saskatoon

JOB DESCRIPTION: Attached.

TO APPLY:

To apply, please email your resume 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 **June 2, 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 an in-person, 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.



Meewasin Valley Authority
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Program Manager, Canadian Prairies Prescribed Fire Exchange

Organizational Description:

Meewasin is a purpose-driven team dedicated to conserving the natural and cultural 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. The CPPFE supports the restoration and stewardship of prairie and parkland ecosystems through the safe application of prescribed fire as a tool for ecological resilience, wildfire risk reduction, biodiversity conservation, and cultural land stewardship.

The Program Manager plays a central leadership role in guiding this next phase of development and delivery.

Role Purpose

Reporting to the Director of Conservation, the Program Manager is responsible for the overall leadership, coordination, and implementation of the Canadian Prairies Prescribed Fire Exchange.

The position provides strategic, operational, and administrative leadership for the program while ensuring alignment with organizational priorities, partner expectations, and funding commitments.

The Program Manager oversees program planning, partnership coordination, operational systems, communications alignment, performance monitoring, and team leadership. The Program Manager provides leadership and direct supervision to all personnel and positions associated with the CPPFE.

The incumbent works closely with practitioners, agencies, Indigenous communities, conservation

organizations, academic institutions, and partner networks across Western Canada to coordinate and advance prescribed fire capacity-building initiatives. The position provides leadership in program development, partnership coordination, training initiatives, governance support, communications alignment, and strategic growth of the Canadian Prairies Prescribed Fire Exchange while working collaboratively with internal Meewasin teams and external partners.

This is a unique opportunity to help shape one of Canada's leading prescribed fire capacity-building initiatives during a period of significant growth and regional expansion.

Duties

1. Partnership Development & Stakeholder Relations

- Coordinate and strengthen relationships with practitioners, agencies, Indigenous communities, academic institutions, and partners
- Support collaborative initiatives, interagency engagement, and capacity-building efforts
- Represent the program in professional, technical, and strategic forums
- Foster credible, productive, and trust-based partnerships
- Support coordination of committees, working groups, and governance structures

2. Team Leadership & Program Coordination

- Provide leadership, direction, and supervision to all CPPFE personnel
- Coordinate roles, responsibilities, and work planning across the program team
- Support staff performance, development, and collaboration
- Maintain a positive, accountable, and adaptive team culture
- Oversee program scheduling, workflows, and operational coordination
- Support planning and delivery of training events, workshops, and exchanges

3. Program Operations, Funding & Performance Monitoring

- Oversee administrative, documentation, and reporting systems supporting program delivery
- Support budget planning, expenditure monitoring, and financial accountability
- Assist with funding strategies, proposals, and reporting obligations
- Ensure alignment between program activities and funding commitments
- Monitor program progress, milestones, and performance indicators
- Identify improvement opportunities and support adaptive program management
- Provide strategic direction for program communications and visibility initiatives

Role Requirements

- Degree or diploma in natural resource management, environmental science, program management, or related discipline
- Minimum of 7 years of demonstrated experience in program coordination, project management, partnership development, leadership roles
- Experience within environmental, conservation, emergency management, wildfire management, prescribed fire operations, incident management systems, or interagency contexts, including landscape-scale conservation initiatives, is considered an asset.
- Experience working with multi-partner initiatives, distributed networks, and complex program environments (highly desirable)
- Strong organizational, leadership, and communication skills
- Ability to manage competing priorities, guide program development, and support and advance collaborative initiatives

- Proven ability to lead interdisciplinary teams and coordinate partnerships
- Familiarity with Prescribed fire and wildfire management, land management practices, and Prairie ecosystems
- Experience in conservation, agriculture, or natural resource management contexts
- Knowledge of practitioner networks, capacity-building programs, experience with funding programs and budget management, reporting processes, governance structures, managing complex initiatives
- Willingness to work a flexible schedule, including evenings, early mornings, and weekends.
- Successful completion of a Criminal Record Check, including a vulnerable sector check, prior to appointment
- Valid driver's license with ability to travel regularly within the region and out of province
- Availability for additional travel across Western Canada and the United States
- The position includes a field-based component involving participation in prescribed fire training, workshops, field tours, demonstrations, and related operational activities across Western Canada and into the United States.