

Employment Opportunity

POSITION: Community Engagement and Partnership Coordinator - CPPFE (Term)

CLASSIFICATION & RATE: S6 – Annual Salary \$55,077 - \$66,948

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; 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 **June 4, 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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Community Engagement and Partnership Coordinator - CPPFE (Term)

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 Program Manager, the Community Engagement and Partnership Coordinator is responsible for strengthening relationships, partnerships, and community networks that support the expansion of prescribed fire capacity across the Prairie Provinces. The position plays a central role in supporting communities, agencies, and practitioner groups interested in prescribed fire by facilitating engagement, supporting local leadership development, and assisting with planning and coordination activities.

The Community Engagement and Partnership Coordinator acts as a connector between community interests, operational partners, and CPPFE resources, helping to build awareness, readiness, and collaborative structures that enable the safe and effective use of prescribed fire.

Duties

1. Community Engagement, Partnerships & Network Development

- Develop and sustain positive working relationships with landowners, producers, rural municipalities, fire departments, Indigenous communities, agencies, and partner organizations
 - Serve as a primary point of contact for communities and groups exploring prescribed fire initiatives
 - Facilitate engagement discussions to identify local needs, priorities, and opportunities
 - Support awareness and understanding of prescribed fire practices, benefits, and considerations
 - Foster trust-based relationships across diverse practitioner and stakeholder groups
2. Support for Practitioner & Governance Structures
 - Support the establishment and development of Prescribed Burn Associations (PBAs) and similar collaborative networks
 - Assist communities and partners in understanding governance, organizational, and operational considerations
 - Coordinate meetings, workshops, and engagement sessions supporting leadership development
 - Contribute to development of templates, resources, and guidance materials
 - Support initiatives related to Provincial Prescribed Fire Councils and regional coordination efforts
 3. Planning, Coordination & Program Support
 - Facilitate discussions supporting prescribed fire readiness and capacity-building efforts
 - Support coordination of partner engagement related to training events, workshops, and exchanges
 - Assist communities and partners in navigating planning considerations and regulatory contexts
 - Coordinate with CPPFE staff to align engagement activities with program priorities
 - Maintain accurate records of engagement, partnerships, and program activities
 4. Education, Outreach & Knowledge Sharing
 - Support workshops, meetings, and outreach activities promoting prescribed fire knowledge
 - Contribute to development of outreach materials, presentations, and informational resources
 - Participate in conferences, producer meetings, and professional forums as appropriate
 - Support knowledge exchange among practitioners, partners, and communities
 - Assist with communication of program initiatives and opportunities
 5. Program Coordination & Reporting
 - Maintain documentation and tracking of engagement activities and outcomes
 - Support program reporting, evaluation, and administrative processes
 - Assist with identification of emerging needs, risks, and opportunities
 - Collaborate with program staff to support integrated program delivery

Role Requirements

- A degree or diploma in natural resource management, agriculture, environmental studies, social sciences, planning, or related discipline is required.
- Minimum of three years demonstrated experience in community engagement, partnership development, stakeholder relations, program coordination, or similar roles is required.
- Experience working with rural communities, landowners, producers, Indigenous communities, agencies, or collaborative initiatives is highly desirable.
- Strong interpersonal and communication skills, sound judgment, organizational ability, and the ability to work effectively across diverse stakeholder groups are required.
- Familiarity with prairie landscapes, land management, conservation programs, or fire-related contexts is considered an asset.
- Experience working within prescribed fire, wildfire, conservation, agriculture, or natural resource

management contexts is considered an asset.

- Experience supporting collaborative initiatives, committees, associations, or multi-partner programs is highly valued.
- Skills in facilitation, relationship building, and stakeholder coordination are strongly beneficial.
- Knowledge of governance structures, practitioner networks, or capacity-building programs is desirable.
- A satisfactory Criminal Record Check, including a vulnerable sector screening, is required prior to appointment.
- A valid driver's license is required for regular travel throughout the region and may include out-of-province travel.
- Additional travel across Western Canada and into the United States is required.
- Current First Aid certification (minimum Level C; Wilderness First Aid preferred) is required.
- The incumbent must be available to work a flexible schedule, including evenings, early mornings, and weekends, as needed.
- The position requires demanding outdoor work during prescribed fire events, often in inclement weather.
- The ability to lift and carry loads of up to 50 lbs during the prescribed fire season is required.