

## Employment Opportunity

**POSITION:** Training Coordinator - CPPFE (Term)

**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:** 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.

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### TO APPLY:

To apply, please email your cover letter and resume as one document in Word or PDF format, to [jobs@meewasin.com](mailto: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 5, 2026**.

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### 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](mailto: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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Phone (306) 665-6887 Fax (306) 665-6117

## Training Coordinator - CPPFE

### Organizational Description

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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

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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

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Reporting to the Program Manager, the Training Coordinator supports the planning, coordination, and delivery of prescribed fire training programs, workshops, and Training Exchange (TRES) events across the Prairie Provinces. The role works closely with partner agencies, post-secondary institutions, producers, and practitioners to build regional prescribed fire capacity through applied learning, mentorship, and interagency collaboration. The position also supports operational readiness of the CPPFE equipment cache and combines program coordination, logistics, relationship development, and active field participation, with regular travel required.

### Duties

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#### 1. Training Coordination & Program Delivery

- Coordinate development, planning, scheduling, and delivery of prescribed fire training initiatives, workshops, and learning opportunities

- Support implementation of accredited and non-accredited training pathways for prescribed fire practitioners
- Coordinate logistics for training events including facilities, travel, instructors, participants, equipment, and operational resources
- Assist with development and refinement of training materials, operational resources, and learning tools
- Support annual training calendars and multi-partner coordination efforts
- Maintain alignment between training activities and organizational priorities and partner needs

## **2. TREX Coordination & Operational Support**

- Assist in the planning, coordination, and delivery of Prescribed Fire Training Exchanges (TREX)
- Participate in TREX operations and field-based learning environments
- Coordinate operational logistics, participant support, and equipment readiness for TREX events
- Support communication and coordination between partner agencies, instructors, and participants
- Assist with safety coordination, documentation, and operational organization during TREX activities
- Support after-action reviews, lessons learned, and continuous improvement processes following training events

## **3. Equipment Cache Coordination & Operational Readiness**

- Assist with coordination, organization, and operational readiness of the CPPFE equipment cache
- Support equipment deployment and logistics for training events, workshops, TREX activities, and partner initiatives
- Maintain equipment inventories, tracking systems, maintenance records, and readiness documentation
- Coordinate equipment preparation, transportation, and return processes associated with field activities
- Assist with inspection, maintenance scheduling, and replacement planning for operational equipment and training resources
- Support development of standardized equipment procedures and operational workflows
- Work collaboratively with partner agencies and organizations to support equipment-sharing initiatives and regional prescribed fire capacity-building
- Support safe handling, storage, transportation, and operational use of prescribed fire equipment and related resources

## **4. Practitioner Development & Mentorship Systems**

- Support development of mentorship and practitioner development frameworks
- Assist practitioners in identifying training opportunities and experiential learning pathways
- Coordinate documentation and tracking of participant involvement, training records, mentorship participation, and experiential learning activities
- Promote applied learning and operational readiness through practical field experiences
- Support development of prairie-based prescribed fire competency and qualification systems
- Encourage a collaborative, professional, and safety-focused fire culture

## **5. Partnerships, Collaboration & Capacity Building**

- Build and maintain positive working relationships with agencies, landowners, conservation organizations, academic institutions, producers, practitioners, municipalities, and partner organizations
- Coordinate with post-secondary institutions supporting prescribed fire curriculum and training delivery

- Support collaborative delivery of interagency training initiatives
- Coordinate with partners to identify training needs, operational gaps, and emerging opportunities
- Support development of regional prescribed fire capacity and practitioner networks
- Participate in committees, working groups, and collaborative planning initiatives as appropriate

## 6. Program Administration & Reporting

- Maintain organized training records, participation databases, and documentation systems
- Track participation statistics, training outcomes, and program metrics
- Support reporting requirements related to grants, partnerships, and program activities
- Assist with budget tracking and coordination of training-related expenditures
- Support continuous improvement of training systems, workflows, and operational readiness processes

## 7. Communications & Knowledge Sharing Support

- Support development and promotion of training-related communications materials and educational resources
- Assist with promotion of workshops, TRES events, and practitioner opportunities
- Coordinate collection of photographs, operational learning materials, and event documentation
- Support knowledge exchange among practitioners and partner organizations
- Contribute to development of operational learning resources and knowledge-sharing initiatives

## Role Requirements

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- Completion of a degree or diploma in natural resource management, environmental science, agriculture, wildfire management, emergency management, education, or a related discipline is required.
- Demonstrated experience in prescribed fire, training coordination, field operations, operational logistics, program delivery, practitioner development, or related operational and educational environments is required.
- Experience in prescribed fire, wildfire, emergency response, conservation, agriculture, or land management contexts is strongly preferred.
- Experience coordinating workshops, field-based training, operational exercises, TRES events, volunteer programs, or interagency initiatives is considered an asset.
- Experience with operational equipment, trailer systems, UTVs, pumps, radios, prescribed fire tools, or field logistics systems is considered a strong asset.
- Strong organizational, coordination, communication, and interpersonal skills, along with sound operational judgment and the ability to work effectively in dynamic field environments, are required.
- Knowledge of prescribed fire operations, Incident Command System (ICS), prairie ecosystems, disturbance-based management, and fire practitioner culture is considered an asset.
- Experience working with agencies, producers, municipalities, and collaborative practitioner networks is highly desirable.
- A valid driver's license and current First Aid certification are required. Wilderness First Aid is considered an asset.
- Frequent travel throughout Western Canada and occasional travel within the United States is required.
- The position requires sustained outdoor fieldwork in variable weather conditions and participation in prescribed fire training events, TRES operations, workshops, and operational learning environments.
- A satisfactory Criminal Record Check is required prior to appointment.