



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

Employment Opportunity

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

CODE: PM2609

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

START DATE: November 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 competition code "**PM2609**" as the subject of the email. Only those applications who have been selected for an interview will be contacted. Application closes on **September 21, 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.



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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 translates CPPFE strategic direction, organizational priorities, partner needs, and funding commitments into coordinated annual and multi-year program priorities, work plans, budgets, and measurable outcomes.

The Program Manager oversees program planning, strategic partnerships, financial and operational systems, communications alignment, performance monitoring, and team leadership. The Program Manager provides direct supervision to CPPFE coordinators and other assigned direct reports and provides overall leadership and direction to all personnel associated with the CPPFE.

The incumbent works closely with practitioners, agencies, Indigenous communities, conservation organizations, academic institutions, funders, and partner networks across Western Canada to advance prescribed fire capacity-building initiatives. The position leads integrated program development, major partnership coordination, governance support, communications alignment, performance accountability, and strategic growth of the Canadian Prairies Prescribed Fire Exchange while working collaboratively with internal Meewasin teams and external partners.

The Program Manager also leads long-term planning for the sustainability and future direction of CPPFE beyond the current funding phase and serves as the primary staff liaison to the CPPFE Steering Committee.

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. Strategic Leadership & Program Development
 - Lead implementation and continued development of CPPFE strategic direction, annual work plans, and multi-year program priorities.
 - Translate funding commitments, organizational priorities, and partner needs into coordinated program activities, deliverables, and performance targets.
 - Identify emerging opportunities, gaps, risks, and priorities for prescribed fire capacity building across the Prairie Provinces.
 - Guide the continued growth and evolution of CPPFE as a regional prescribed fire capacity-building network.
 - Ensure CPPFE activities remain aligned with Meewasin organizational responsibilities and the mandate of the Exchange.
 - Provide strategic advice to the Director of Conservation on CPPFE development, partnerships, risks, and emerging opportunities.
2. Team Leadership & Integrated Program Delivery
 - Provide leadership and direct supervision to CPPFE coordinators and other assigned direct reports.
 - Provide overall direction and coordination to the broader CPPFE team.
 - Establish annual work plans, priorities, deliverables, and expectations for CPPFE staff.
 - Ensure effective coordination across capacity building, partnerships and engagement, fire science, communications, and other CPPFE program areas.
 - Coach and support staff development while building leadership capacity within the CPPFE team.
 - Monitor staff workloads, priorities, performance, and program delivery.
 - Promote a collaborative, accountable, adaptive, and safety-focused team culture.
 - Provide management oversight for CPPFE workplace safety and Occupational Health and Safety (OHS) practices, ensuring program activities are aligned with Meewasin policies, applicable requirements, and established safe work practices.
 - Ensure appropriate delegation of responsibilities and decision-making across the CPPFE team.
3. Partnerships, Governance & Regional Network Development
 - Provide strategic leadership for major CPPFE partnerships and regional collaborative initiatives.
 - Develop and maintain senior-level relationships with governments, agencies, Indigenous organizations, conservation organizations, academic institutions, funders, and major program partners.
 - Provide leadership and oversight for development of Provincial Prescribed Fire Councils, Prescribed Burn Associations, and other practitioner networks in

- collaboration with CPPFE staff.
 - Support development of appropriate governance, advisory, and collaborative structures for CPPFE initiatives.
 - Serve as the primary staff liaison to the CPPFE Steering Committee, supporting meetings, information sharing, work planning, and follow-up while maintaining the Committee's advisory role.
 - Engage the CPPFE Steering Committee in identifying emerging priorities, opportunities, challenges, and strategic considerations to inform CPPFE program planning and future direction.
 - Represent CPPFE in senior-level regional, national, and international forums.
 - Identify opportunities for collaboration with prescribed fire and fire-learning networks across Canada and the United States.
 - Support resolution of complex partnership issues and identify opportunities for strategic collaboration.
4. Funding, Financial Management & Accountability
 - Manage CPPFE program budgets in collaboration with the Director of Conservation and Meewasin corporate services.
 - Monitor expenditures, forecasts, commitments, and financial performance.
 - Ensure program activities and expenditures align with funding agreements and approved budgets.
 - Lead preparation and coordination of funder reports, work plans, performance reports, and other required deliverables.
 - Maintain systems for tracking program commitments, milestones, outputs, and outcomes.
 - Identify future funding needs and lead or support development of funding strategies, proposals, and partnership opportunities.
 - Ensure appropriate documentation and accountability for grant-funded activities.
 - Identify financial, operational, and delivery risks and recommend corrective actions.
 5. Performance, Evaluation & Continuous Improvement
 - Develop and maintain an integrated CPPFE performance measurement framework.
 - Monitor progress toward program targets, funding commitments, and strategic outcomes.
 - Coordinate collection and analysis of program data across CPPFE program areas.
 - Evaluate the effectiveness and impact of CPPFE initiatives in increasing prescribed fire capacity.
 - Use evaluation, practitioner feedback, partner input, and lessons learned to improve program delivery.
 - Prepare program updates and recommendations for the Director of Conservation, funders, partners, and advisory bodies as required.
 - Identify emerging program risks, gaps, and opportunities and lead adaptive responses.
 - Provide strategic direction for program communications, visibility, and communication of CPPFE impacts.
 6. Long-Term Strategy & Sustainability
 - Lead long-term strategic planning for the continued evolution and sustainability of CPPFE beyond the current phase of funding.
 - Work with the Director of Conservation, CPPFE Steering Committee, staff, funders, practitioners, and key partners to identify CPPFE's future role, priorities, organizational needs, and opportunities.
 - Assess emerging prescribed fire needs and opportunities across the Canadian

- Prairies and position CPPFE to respond to them.
- Develop recommendations for future program models, partnerships, staffing, services, geographic scope, and organizational capacity.
 - Identify opportunities to diversify and sustain CPPFE funding and lead or support development of future multi-year strategies, business cases, funding proposals, and partnership investments.
 - Evaluate which CPPFE initiatives should be sustained, expanded, transitioned, or redesigned beyond the current funding phase.

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 management, project management, partnership development, and leadership roles, including demonstrated people leadership or supervision
- 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 leading complex, multi-partner initiatives, distributed networks, or programs operating across organizations or jurisdictions is highly desirable
- Strong strategic planning, organizational, people leadership, facilitation, and communication skills
- Ability to manage competing priorities, translate strategy into implementation, delegate effectively, guide program development, and advance collaborative initiatives
- Proven ability to lead interdisciplinary teams and coordinate partnerships
- Demonstrated experience managing program budgets, grant-funded initiatives, financial forecasts, and funder reporting is highly desirable.
- Experience developing and implementing strategic plans, annual work plans, performance measures, and evaluation frameworks is highly desirable.
- Experience working with Indigenous communities and organizations and supporting collaborative, relationship-based initiatives is highly desirable.
- Familiarity with Prescribed fire and wildfire management, land management practices, and Prairie ecosystems
- Experience in conservation, agriculture, or natural resource management contexts
- Demonstrated knowledge of practitioner networks and capacity-building programs, with experience in budget and grant management, funding agreements, performance reporting, governance structures, and management of 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.