



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

Employment Opportunity

POSITION: Senior Capacity Building Coordinator - CPPFE (Term)

CODE: CBC2609

CLASSIFICATION & RATE: S7 - \$57,496 – \$69,886 (2025 rate)

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; 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 competition code “**CBC2609**” as the subject of the email. Only those applications who have been selected for an interview will be contacted. Application closes on **September 27, 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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Capacity Building Coordinator, Canadian Prairies Prescribed Fire Exchange

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 Capacity Building Coordinator leads the development and coordination of learning, training, mentorship, and practitioner-development initiatives that strengthen prescribed fire capacity across the Prairie Provinces. The position works with practitioners, agencies, Indigenous communities, producers, conservation organizations, municipalities, fire departments, post-secondary institutions, and other partners to create accessible pathways for people and organizations to develop the knowledge, skills, experience, competencies, and professional networks needed to participate safely and effectively in prescribed fire. The role connects formal and informal training, experiential learning, mentorship, peer exchange, practitioner resources, and Training Exchange (TREX) events as part of an integrated capacity-building system. The Capacity Building Coordinator also provides leadership, work planning, mentorship, and technical direction to assigned capacity-building support staff, including future technician positions, and supports the operational readiness of CPPFE equipment and resources required for field-based learning. The position also plays a key role in supporting workplace safety and OHS practices across CPPFE training, equipment, travel, and field-based activities.

Duties

1. Practitioner Capacity Building & Development

- Develop and coordinate pathways that support prescribed fire practitioners from introductory learning through training, field experience, mentorship, competency development, and leadership.
- Assess practitioner and organizational capacity needs and identify barriers, gaps, and opportunities that influence prescribed fire readiness.
- Help practitioners identify training, mentorship, and experiential learning opportunities appropriate to their experience and development goals.
- Develop and coordinate mentorship systems connecting experienced practitioners with emerging practitioners.
- Support development and implementation of prairie-based prescribed fire competencies, practitioner-development frameworks, and qualification systems.
- Support development of future prescribed fire leaders, instructors, mentors, Burn Bosses, and other operational practitioners.
- Maintain systems for tracking practitioner participation, training, field experience, mentorship, competencies, and progression.

2. Learning, Training & Professional Development

- Assess learning and professional development needs across the Prairie Provinces in collaboration with practitioners and partner organizations.
- Develop and coordinate annual and multi-year CPPFE learning and capacity-building priorities and calendars.
- Coordinate accredited and non-accredited training, workshops, webinars, field days, demonstrations, peer exchanges, learning cohorts, communities of practice, and other professional development opportunities.
- Apply adult-learning principles and evidence-informed training practices to virtual, in-person, and field-based learning opportunities.
- Coordinate instructors, subject-matter experts, facilities, participants, and resources required for learning activities.
- Work with partners to identify emerging topics, operational gaps, and opportunities for new learning programs.

3. TREX & Experiential Learning

- Coordinate planning and delivery of CPPFE Prescribed Fire Training Exchanges (TREX) and other experiential learning opportunities.
- Support TREX Incident Management Teams, instructors, coaches, mentors, partner agencies, and participants.
- Help match participants with appropriate operational roles, learning objectives, mentors, and field experiences.
- Coordinate participant, training, equipment, and operational logistics required to support TREX.
- Participate actively in TREX operations and other field-based prescribed fire learning environments.
- Coordinate after-action reviews and integrate lessons learned into future TREX and capacity-building activities.
- Connect TREX participation with broader practitioner-development, mentorship, competency, and qualification pathways.

4. Curriculum, Tools & Knowledge Exchange

- Lead and coordinate development of practical curricula, toolkits, guides, templates, case studies, facilitation materials, operational resources, and other practitioner-focused learning products.
- Translate practitioner knowledge, fire science, technical information, research findings, and field experience into accessible and actionable learning resources.
- Work with the Fire Science Coordinator, practitioners, instructors, and subject-matter experts to identify resource gaps and integrate current science and monitoring into practitioner learning.
- Maintain and continuously improve CPPFE learning resources, digital resource collections, and self-directed educational materials.
- Facilitate peer-to-peer knowledge exchange and help move ideas, lessons, expertise, and resources across organizational and geographic boundaries.

5. Training Partnerships & Practitioner Networks

- Build and maintain relationships with training providers, post-secondary institutions, agencies, Indigenous communities, conservation organizations, producers, municipalities, fire departments, and practitioner networks.
- Coordinate with post-secondary institutions and training organizations supporting prescribed fire curriculum, accreditation, and training delivery.
- Develop relationships with experienced practitioners who can serve as instructors, mentors, coaches, and subject-matter experts.
- Facilitate peer-learning networks, communities of practice, mentorship networks, and collaborative learning opportunities.
- Connect practitioners with training opportunities, mentors, expertise, learning resources, and experiential opportunities across Western Canada and beyond.

6. Team Leadership & Supervision

- Provide direct supervision, work planning, mentorship, and technical direction to assigned CPPFE capacity-building staff, including a future Fire and Capacity Building Technician..
- Establish priorities, assign and coordinate work, and monitor progress, quality, timelines, and completion of assigned activities.
- Provide coaching and development opportunities and support staff performance in coordination with the Program Manager.
- Coordinate staff deployment during TREX, training events, workshops, equipment activities, and other field operations.
- Promote a collaborative, accountable, professional, and safety-focused team environment.

7. Safety, Equipment Cache & Operational Readiness

- Support the implementation and continuous improvement of workplace safety and Occupational Health and Safety (OHS) practices across CPPFE activities, including safe work procedures, hazard assessments, and safety documentation, in alignment with Meewasin policies and applicable OHS requirements.
- Support a strong safety culture across CPPFE by assisting with safety planning, incident and near-miss reporting, lessons learned, and follow-up actions related to training, TREX, equipment, travel, and field-based activities.
- Coordinate operational readiness of CPPFE equipment and training resources required to support capacity-building activities.
- Maintain equipment inventories, tracking systems, maintenance records, readiness documentation, and standardized equipment procedures.
- Coordinate equipment preparation, transportation, deployment, return, inspection, maintenance scheduling, and replacement planning.
- Work with partners to support equipment-sharing initiatives that increase regional prescribed fire capacity.
- Support safe handling, storage, transportation, and operational use of prescribed fire equipment and related resources.

8. Evaluation, Program Administration & Continuous Improvement

- Maintain organized records and systems for training, participation, mentorship, practitioner development, field experience, and capacity-building activities.
- Track and evaluate learning outcomes, practitioner progression, competencies, participation, and other capacity-building performance indicators.
- Collect participant and partner feedback and use evaluation findings, after-action reviews, and lessons learned to improve future programming.
- Support grant and program reporting, budget tracking, and documentation of capacity-building outcomes.
- Work with CPPFE communications staff to share learning opportunities, practitioner resources, lessons learned, and capacity-building outcomes.

Role Requirements

- Completion of a degree or diploma in natural resource management, environmental science, agriculture, wildfire management, emergency management, education, adult learning, organizational development, or a related discipline is required.
- Five years progressive experience or three years' experience in similar roles.
- Demonstrated experience in prescribed fire, practitioner development, training coordination, adult education, field operations, program delivery, or related learning and capacity-building environments is required.
- Demonstrated experience designing, coordinating, or delivering professional development, training, workshops, experiential learning, mentorship, or capacity-building initiatives for adult audiences is required.
- Experience in prescribed fire, wildfire, emergency response, conservation, agriculture, or land management contexts is strongly preferred.
- Experience facilitating virtual or in-person learning, peer exchanges, communities of practice, workshops, or collaborative practitioner groups is considered a strong asset.
- Experience developing curricula, training materials, toolkits, guides, templates, or other practitioner-focused learning resources is considered a strong asset.
- Experience working with post-secondary institutions, training organizations, accreditation systems, or competency-based practitioner-development programs is considered an asset.

- Strong organizational, facilitation, coordination, writing, communication, and interpersonal skills, with sound operational judgment and the ability to translate technical information into practical learning resources, are required.
- Knowledge of prescribed fire operations, Incident Command System (ICS), prairie ecosystems, disturbance-based management, and prescribed fire practitioner culture is considered an asset.
- Experience supervising, mentoring, coaching, or providing work direction to staff, volunteers, or practitioners is considered an asset.
- 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, TREX operations, workshops, and operational learning environments. A satisfactory Criminal Record Check is required prior to appointment.