



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

Employment Opportunity

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

CODE: CEPC2609

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: 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 “**CEPC2609**” as the subject of the email. Only those applications who have been selected for an interview will be contacted. Application closes on 27 September 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.





Meewasin Valley Authority

402 Third Avenue South

Saskatoon, Saskatchewan S7K3G5

Phone (306) 665-6887 Fax (306) 665-6117

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 building and strengthening the relationships, partnerships, community networks, and collaborative structures needed to expand prescribed fire capacity across the Prairie Provinces. The position leads community and partner engagement, supports local leadership and organizational development, and helps communities and practitioner groups move from initial interest toward sustainable prescribed fire capacity.

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. Community Capacity, Governance & Network Development
 - Lead and support the establishment and development of Prescribed Burn Associations (PBAs) and similar collaborative networks, helping groups move from initial interest toward functional and sustainable organizations
 - Support communities and partners in developing governance structures, terms of reference, work plans, partnership approaches, and other organizational foundations needed for collaborative prescribed fire initiatives
 - Facilitate meetings, workshops, and engagement processes that build local leadership, strengthen collaboration, and move groups toward practical decisions and next steps
 - Develop and adapt templates, guidance materials, and practical resources that support community-led prescribed fire organizations and collaborative networks
 - Support the establishment and continued development of Provincial Prescribed Fire Councils and other regional coordination structures
3. Planning, Coordination & Program Delivery
 - Work with communities and partners to assess readiness, identify barriers and opportunities, and develop practical pathways for increasing local prescribed fire capacity
 - Coordinate partner and community engagement related to CPPFE training, workshops, exchanges, and other capacity-building initiatives in collaboration with the Capacity Building Coordinator
 - Help communities and partners understand and navigate organizational, planning, regulatory, liability, and partnership considerations related to prescribed fire
 - Coordinate with CPPFE staff to align community engagement and partnership activities with regional priorities, capacity-building initiatives, and program commitments
 - Develop and maintain work plans, partnership records, action tracking, and documentation needed to manage multiple community and regional initiatives
4. Facilitation, Outreach & Knowledge Sharing
 - Facilitate workshops, meetings, producer sessions, and community outreach activities that build understanding of prescribed fire and support local capacity development
 - Work with CPPFE communications and technical staff to develop presentations, engagement tools, case studies, and informational resources for community and partner audiences
 - Represent CPPFE at conferences, producer meetings, municipal and community forums, and professional events as appropriate

- Facilitate peer learning and knowledge exchange among communities, practitioners, PBAs, councils, and partner organizations across the Prairie Provinces
- Connect communities and partners with relevant CPPFE programs, expertise, training opportunities, funding opportunities, and practitioner networks

5. Program Coordination, Evaluation & Reporting

- Track engagement activities, partnership development, organizational progress, and community capacity-building outcomes
- Support program reporting and evaluation, including documenting partnership outcomes, lessons learned, emerging barriers, and progress toward CPPFE commitments
- Identify emerging community needs, partnership risks, capacity gaps, and opportunities and bring forward practical recommendations to the Program Manager
- Collaborate across the CPPFE team to ensure community engagement, capacity building, fire science, communications, and partner initiatives are coordinated and mutually reinforcing

Role Requirements

- A degree or diploma in natural resource management, agriculture, environmental studies, social sciences, planning, or related discipline is required.
- A minimum of three to five years of progressively responsible experience in community engagement, partnership development, stakeholder relations, collaborative conservation, rural or community development, program coordination, or similar roles is required.
- Demonstrated experience working with rural communities, landowners, agricultural producers, Indigenous communities or organizations, municipalities, agencies, nonprofit organizations, or other collaborative initiatives is highly desirable.
- Demonstrated relationship-building skills, strong interpersonal and written and verbal communication, sound judgment, and the ability to establish trust and work effectively across diverse stakeholder groups are required.
- Experience or demonstrated knowledge of prairie landscapes, agriculture, rangeland management, conservation, natural resource management, prescribed fire, or wildfire contexts is considered a strong asset.
- Experience working within prescribed fire, wildfire, conservation, agriculture, or natural resource management contexts is considered an asset.
- Demonstrated experience supporting or developing collaborative networks, associations, committees, working groups, community organizations, or multi-partner programs is highly valued.
- Demonstrated experience facilitating meetings, workshops, and multi-stakeholder discussions and helping groups move toward decisions and practical next steps is required.
- Knowledge or experience related to governance structures, organizational development, terms of reference, partnership agreements, practitioner networks, or community capacity-building programs is highly 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.