



JOB DESCRIPTION

JOB TITLE:	Forestry Coordinator
PRIMARY FUNCTION:	The Forestry Coordinator will have primary responsibility for delivery of the program and development of a regional forest strategy and monitoring of all aspects of forest management planning, policy development and changes to legislation.
REPORTING RELATIONSHIP:	This position reports to the Lands and Resources Director. There are no other positions reporting to this person.
SALARY RANGE:	Commensurate with experience and education
TERM OF EMPLOYMENT:	intern
EFFECTIVE DATE:	September
INCUMBENT:	

MAIN DUTIES:

- Lead the development of a regional forest strategy to determine the long term goals of First Nations as it relates to forest management planning and forestry in general.
- Lead the creation of an improved level of participation and understanding of forestry issues at the First Nation level; including Chief and Council, band staff and band membership.
- Lead the improvement of communication and dialogue at the First Nation level for input into the development of forestry related policy and legislation.
- Lead the improvement of awareness of forest management planning activities among those members of the Aboriginal community who have traditionally been overlooked during the planning process.
- Identify partnership opportunities at the local level in both traditional forestry activities and in non-timber forest products by linking with existing First Nation and non-native entities.
- In cooperation with other Lands and Resource staff, monitor forestry activity under Ontario's Living Legacy, industry and other provincial or federal government initiatives that may have an impact on Temagami First Nation rights and interests.

- Coordinate information and/or consultation sessions on various projects undertaken by the program.
- Preparation of reports for administrative consideration, and recommendation to the Lands and Resource Director on the allocation of program resources.

Other Duties

- Assist Lands and Resources personnel as may be required from time to time;
- This position has direct program accountability to the Lands and Resource Director. Responsibilities include recommending options for Chiefs and leadership at Temagami First Nation, assisting the Director in strategic planning for the program, implementing projects and coordinating consultation and information distribution to First Nations.
- Attend meetings as requested.

QUALIFICATIONS

1. Solid working knowledge of Temagami First Nation
2. Preference will be given to candidates who have obtained Registered Professional Forester designation; an undergraduate degree in environmental sciences, forestry or other similar field, or relevant experience in the field of forestry.
3. Knowledge of forestry harvesting issues and practices in the province of Ontario and experience in First Nation forestry issues.
4. Experience coordinating a public education campaign.
5. Ability to work effectively with community, government and industry groups.
6. Strong interpersonal skills to interact with diverse groups of individuals; able to maintain effective work relationships.
7. Skill to lead project teams. Demonstrated expertise in identifying, defining, and resolving management and systems problems.
8. Familiarity with Microsoft Office applications (Microsoft Word, Excel, Project, and Access preferred).
9. Able to work under pressure with limited time, direction and guidance to complete analysis in a timely and accurate manner.
10. Working knowledge of application Temagami First Nation policies, procedures, and practices is preferred.

JOB DESCRIPTION

- 11. Must possess valid Ontario driver's license and be insurable.
- 12. Available to travel extensively and subject to irregular hours.

Signature of Incumbent

Date

Signature of Supervisor

Date

THIS OPPORTUNITY IS
PROUDLY
SUPPORTED BY:

