

Chipewyan Prairie Industry Relations Corporation

Job Title:

Regulatory and Consultation Coordinator

Job Purpose:

Coordinate and communicate on the various components of the First Nations consultation process as a liaison between the Chipewyan Prairie Dene First Nation (CPDFN) Industry Relations Corporation (IRC), Leadership, Community, Industry and Government.

Job Duties:

- Initial screening of public disclosure, terms of reference and regulatory applications for the purpose of providing feedback to the Director for the leadership and community, preliminary analysis of potential impacts on CPDFN.
- Drafting any necessary correspondence to the regulators within the specified timelines as directed.
- Working with CPIRC Director and staff, leadership, community, industry, and government to address issues within time frames agreed to by the CPIRC Director, industry, and regulatory agencies.
- Management and coordination of third party consultants to assess the environmental, social, economic, and cultural impacts of a proposed project(s) within CPDFN traditional territory.
- Reviewing and communicating the assessments and reviews developed by third party experts to the Director, and assist when requested to communicate the information to CPDFN Leadership and community.
- As directed by CPIRC Director, participate in meetings, forums, conferences, or hearings related to the regulatory process.
- Develop and manage communication protocol (newsletter, radio address, community information sessions, etc.) through which the CPIRC will regularly update CPDFN community and leadership.
- Assist with development and management of internal tracking system to monitor industrial applications, government correspondence, and third party correspondence
- Other duties as assigned

Working Conditions

- This position is based in Fort McMurray and will include travel mainly to Janvier and Lac La Biche, with some travel required to Edmonton and Calgary from time to time.

Knowledge, Skills, & Experience

- Post-secondary Degree in Communications or Human Sciences related field preferred. Environmental Science, Business or Political Science education also considered.
- 3-5 years experience working in regulatory, consultation or communications role with First Nations, industry, or government
- Experience with desktop publishing and computer software such as excel, word and power point
- Understanding of First Nations dynamics, knowledge and land use
- Strong work ethic and self-motivation
- Problem solving skills independently and in group setting
- Ability to work independently and within multi-disciplinary teams in order to accomplish a multitude of tasks within required timelines
- Excellent verbal and written communication skills
- Openness to continued learning
- Experience working with GIS software an asset.
- Ability to speak and write Dene an asset

Reporting Relationships

This position reports directly to the Director but is expected to work closely with other CPIRC team members

Salary:

\$80,000-\$100,000 Negotiable based on education, experience, and skills

Benefit package offered.

We thank all applicants; however only those considered for an interview will be contacted. We may keep your resume on file for six (6) months and contact you should any other positions become available.

Please email a resume and cover letter by December 31, 2012 in confidence to information@cpirc.ca

If you have any questions please contact:

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