



GICHI OZHIBI'IGE OGAAMIC
ADMINISTRATIVE OFFICE

EMPLOYMENT OPPORTUNITY

Position Title: Treaty #3 Environmental Monitoring Co-op Placement
Unit: Territorial Planning Unit
Location: Grand Council Treaty #3 Administrative Office, Kenora, ON
Closing Date: Open until filled
Salary: Negotiable
Duration: 16 week Eco- Canada co-op placement, possibility of extension



JOB OVERVIEW

Working with the Territorial Planning Unit's Environmental Monitoring Coordinator, the Environmental Monitoring Co-op student will work on the continued implementation of Treaty #3's Community Based Monitoring program. The position will work with the Treaty 3 communities, the Territorial Planning Unit ("TPU") and Grand Council Treaty 3 ("GCT3") staff to facilitate engagement sessions, collect water quality data and create monitoring protocols in the Treaty #3 Territory. This work will continue the collection of baseline environmental data in the territory.

RESPONSIBILITIES

- Build and maintain relationships with Treaty #3 communities, GCT3 staff and other organizations to stimulate information sharing;
- Meet with Treaty #3 Communities to gain an understanding of local issues and enhance working relationships with each community;
- Alongside the Environmental Monitoring Coordinator, work towards the continued implementation and coordination of the TPU's community based water quality/fish habitat monitoring program. This will include helping with Treaty #3 community outreach and engagement sessions, and support participating Treaty #3 communities in collecting water quality and fish habitat data.
- Continue the implementation and coordination of the TPU's Zebra Mussel Early Detection program.
- Enhance and develop Treaty #3 environmental monitoring protocols.
- Review and comment on Federal and Provincial Policy initiatives on related matters, as well identify and apply for relevant funding opportunities
- Build skills and knowledge to supplement future career opportunities;
- Represents Grand Council Treaty #3 at meetings, workshops, and conferences and / or as directed by an immediate supervisor;
- Assists in the day-to-day administration of the Territorial Planning Unit.

Qualifications:

- Treaty #3 youth.
- Eligible for Eco-Canada Co-op placement program

Skills/Abilities:

- The intern will develop written and verbal communication skills in relation to Environmental Monitoring;
- Ability to establish and maintain effective, respectful working relationships with GCT3 staff, Treaty #3 Communities, and the general public.
- Ability to work independently and manage workloads, set priorities, meet deadlines, and bring energy to learn in a dynamic Territorial Planning Unit.
- Proficient use of various office based software including Microsoft Office (Word, Excel and Power Point) and online meeting software (Zoom, Blue Jeans, Microsoft team).
- Strong customer service orientation.

Working Conditions:

- Must have valid driver's license, in good standing and a reliable vehicle.
- Must have a clear criminal records/vulnerable sector check is required.
- Must be able to travel on short notice.
- Travel may be required within Kenora and surrounding areas.
- Busy office setting and Repetitive work.
- Manual dexterity required to use desktop computer and peripherals.
- Interacts with public at large.
- Ability to conduct and attend presentations.
- Overtime may be required.

Please send cover letter, resume, and contact information for 3 references to the attention of:

Oluyinka Leigh, Human Resource Manager

Grand Council Treaty #3

P.O Box 1720 Kenora, Ontario P9N 3X7

Fax: 807-548-5041

Email: hr@treaty3.ca

We would like to thank all candidates in advance for their interest in this position, however only those being considered will be contacted. At Grand Council Treaty #3, we value the unique skills and experiences each individual brings and are committed to creating and maintaining an inclusive and accessible environment for everyone. If you require accommodation during the recruitment and selection process, advise Human Resources when applying for the position.