



# **PEERLESS TROUT FIRST NATION**

## **Employment Opportunity**

### **Environmental Compliance Coordinator**

#### **PTFN Lands and Environment Department**

#### **Full-time Position**

#### **Peerless Lake, Alberta**

*Peerless Trout First Nation is strong, transparent, and accountable. We continue to grow and are prosperous through innovation, partnerships, and the creation of successful economic opportunities while protecting our cultural values, lands, and Treaty Rights. We will provide a safe and healthy environment for our members to thrive and to assist in developing our future generations. Peerless Trout First Nation is located sixty-eight kilometers northeast of Red Earth, Alberta.*

PTFN is looking for a detail-oriented and proactive **Environmental Compliance Coordinator** to join our team to ensure that PTFN adheres to all applicable environmental regulations and standards. If you understand the federal and provincial legislation applicable to First Nation Reserves and possess strong computer skills with the ability to learn new software applications and platforms then this is the job for you!

**Mentorship and training will be provided for the right candidate.**

Reporting to the Manager, Lands and Environment, the **Environmental Compliance Coordinator** is responsible for a variety of duties that support the conservation and protection of PTFN's reserve lands. These duties include developing community Environmental Management Plans and monitoring all land-based activities for compliance with environmental laws, regulations, policies and permit/lease terms and conditions.

#### **KEY RESPONSIBILITIES:**

- Conduct and/or coordinate all inspections on lease/permit areas and site visits on community lands, including documentation of site visits and resolving compliance issues with lease/permit holders.
- Coordinate and manage environmental site assessments (ESA), site cleanups, and remediation & reclamation projects.
- Coordinate the environmental impact assessment (EIA) process relating to new projects on PTFN reserve and TLE land, including approving or defining project terms of reference and monitoring of EIA mitigation strategies and commitments.
- Lead the implementation of on-reserve environmental management, conservation, and protection plans.
- Liaise with federal and provincial government agencies, industry stakeholders, and other departments on various environmental initiatives, including coordinating government grant funding applications for environment-related programs.
- Coordinate the development of environmental laws, policies, and procedures for PTFN reserve land, which comply with the Framework Agreement on the First Nations Land Management Act and the PTFN Land Code.
- Support environment-related enforcement, prosecution, and adjudication actions as needed.
- Attend meetings as required and assigned, within and outside of the community.
- Contribute to briefing notes, BCR requests, presentations, annual reports, and weekly/monthly reporting.
- Ensure documentation, correspondence, reports etc. are appropriately saved and filed in the PTFN network drive or equivalent, following information management policies and procedures.
- Attend appropriate workshops, seminars, and training sessions as required to remain current and up to date on topics of concern to the First Nation relating to land management.
- Other duties/tasks as required and as assigned.

#### **QUALIFICATIONS (Required):**

- High School Diploma.
- Strong computer skills (MS Office Suite) with the ability to learn new software applications and platforms are essential to this position.
- Knowledge of First Nation and Indigenous culture and traditions.
- Strong interpersonal and teamwork skills.

- Must possess a strong attention to detail and be extremely well organized.
- Strong verbal and written communication skills.
- Flexibility and agility.
- Highly productive and efficient.
- Dependability, integrity with a strong work ethic.
- Ability to work independently.
- Must live within Peerless Lake or Trout Lake.
- Willing to provide a copy of your class 5 driver's license and a current driver's abstract.
- Willing to provide an RCMP Police Information Check as requested for review every 12 months.

**QUALIFICATIONS (Assets to have):**

- A 2-year technical diploma from a recognized post-secondary institute in combination with a minimum of 2 years of related land/environment management with a proven demonstration of skills.
- Knowledge of federal legislation applicable to First Nation Reserves and provincial environmental legislation that may apply or be adapted to apply to developments or activities occurring on Peerless Trout First Nation reserve land. Of particular importance is the understanding of the Framework Agreement on the First Nations Land Management Act and the PTFN Land Code.
- Basic drone pilot license.

Please submit a cover letter and resume citing ***Environmental Compliance Coordinator*** in the email subject line to: [Hr@ptfn.net](mailto:Hr@ptfn.net).

***We thank all candidates for their interest, however only qualified candidates selected for an interview will be contacted.***

**Deadline: February 9, 2025, at 12:00 p.m.**