



Matachewan First Nation
P.O. Box 160, MATACHEWAN, ONTARIO P0K 1M0
(705) 565-2230 FAX (705) 565-2585
JOB OPPORTUNITY
Impact Assessment Coordinator

Description: Matachewan First Nation is looking for (*under the direction of Band Manager*) a responsible, enthusiastic, and out-going individual to act as the primary liaison between Canada Nickel Company, Matachewan FN, Wabun Tribal Council and the Impact Assessment Agency of Canada (IAAC). Position will roll over into the permanent IBA position upon completion of the Impact Assessment

Duties and Responsibilities:

- Project Lead throughout the Impact Assessment (IA) process.
- Jointly coordinate required studies, activities, meetings, and the like for the Co-ordination Committee.
- Track and meet timelines by which studies and activities are required throughout all phases of the IA process.
- Continue with a master workplan and schedule for the engagement activities and key milestones with Canada Nickel.
- Manage and participate in studies required through the process.
- Manage IA Co-ordination Committee and study budgets.
- Ensure all work undertaken is consistent with Matachewan First Nation consultation protocols.
- Provide regular updates to Band Manager and Chief and Council.
- Fulfill other IA related responsibilities, as determined by Matachewan First Nation (such as participating in other IA related projects being administered on behalf of MFN).
- Coordinate meetings/ meeting minutes, assist with presentations/ reporting as required.
- Fulfill reporting requirements to government and industry.
- Other IA-related duties, as required.

Requirements:

- Successfully completed Grade 12 or equivalent.
- A one- or two-year college diploma or university degree in environmental science, ecology, forestry, soil science, natural resource management, or a related field would be considered a significant asset but not necessary.
- Experience within the Mining Industry, preferably relating to environmental aspects, would be considered an asset.
- Must have strong interpersonal skills, excellent communication skills, oral and written.
- Superior time management and multi-tasking skills, and the ability to prioritize tasks with minimal supervision.
- Proven ability to plan and manage resources.
- Knowledge and experience with productivity applications such as Microsoft Office, Excel, Outlook, and Power Point.

- Must be willing to work flexible hours and be flexible to travel to site.
- Must possess a valid G driver's license.

Closing Date: April 12, 2024

Forward resumes to:

Email: bandmanager@mfntez.ca

Fax: (705)565-2585

Mail: P.O. Box 160
Matachewan, ON
P0K 1M0