



# MATACHEWAN FIRST NATION

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Box 160, Matachewan ON, P0K 1M0

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## JOB POSTING

**Job Title:** Forestry Coordinator

**Reports To:** Director of Finance and Administration

### Position Summary

Reporting to the Director of Finance and Administration (DOFA), the Forestry Coordinator will be responsible for building relationships with the forest industry and Crown agencies, supporting cultural and environmental preservation through community engagement and documentation, and ensuring First Nation values are represented in forestry management.

**Term:** Full-Time, Permanent

**Hours of Work:** 40 hours per week, Monday – Friday 8:30AM – 4:30PM

**Location:** Matachewan First Nation and surrounding areas

**Compensation:** \$60,000 - \$80,000 annually

**Benefits:** Employer-paid benefits package and enrollment in pension plan

**Start Date:** As soon as possible

### Areas of Responsibility

- Develop and maintain relationships with the forest industry and Crown agencies.
- Prepare interim and final reports for Wabun.
- Collect and manage First Nation values and work with traditional knowledge.
- Increase community participation in cultural preservation and documentation (host information sessions, send out flyers).
- Participate in all forestry resource management and development consultation sessions.
- Sit on and participate in forestry boards and committees to ensure the community has a voice.
- Assist with creating policies.
- Participate in workshops and information sessions related to forestry to increase knowledge.
- Participate in forestry related trainings and conferences.
- Plan and monitor forestry activities.
- Support wildfire safety and forest protection.
- Assist with land use mapping and environmental checks.
- Other related duties as requested by the DOFA.

### Requirements

- College diploma or university degree in forestry or environmental field is preferred.
- Mapping knowledge is considered an asset.
- Excellent interpersonal skills.



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## Requirements (cont.)

- Excellent organizational skills.
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, Teams).
- Able to work methodically and accurately, with attention to detail.
- Excellent verbal and written communication skills.
- Comfortable working outdoors in any weather conditions.
- Valid Ontario Class G Driver's License.
- Acceptable recent Criminal Record and Vulnerable Sector Check.

## How to Apply

Qualified candidates are invited to send their cover letter and resume to [hr@mfnrez.ca](mailto:hr@mfnrez.ca). Position will remain opened until filled.