

Gwich'in Renewable Resources Board

P.O. Box 2240, Inuvik, NT X0E 0T0
Phone: (867) 777-6600 Fax: (867) 777-6601
<http://www.grrb.nt.ca>

ENVIRONMENTAL COORDINATOR

Job Description

Supervisor: Executive Director

Purpose of the Position:

To bridge science and community knowledge by managing the review of regulatory applications, research licenses and other requests for GRRB advice or data. In addition, this position is responsible for managing the ongoing collection of harvest data, research interests and other community observations to contribute to management planning processes.

Duties:

TECHNICAL ADVICE:

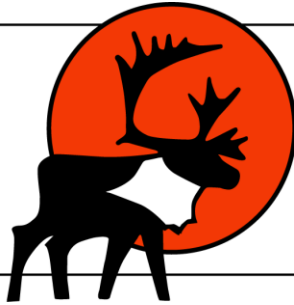
- Review and respond to regulatory and research applications with input from the relevant technical staff and community Renewable Resources Councils (RRCs).
- Respond to relevant requests for GRRB data in compliance with privacy policies and data sharing agreements.
- Respond appropriately to other requests for GRRB advice, which may involve working with staff biologists or the Executive Director to formulate our response.

MANAGEMENT PLANNING:

- Manage the ongoing collection of harvest data and other community observations:
 - Secure funding, develop and manage budgets, ensure expenditures comply with contribution agreements, and manage financial agreements for the distribution of funding to the RRCs.
 - Work jointly with the RRCs and harvesters
 - Produce reports (technical and plain language, as appropriate)
 - Conform to the relevant actions in the implementation plan for the Porcupine Caribou Management Plan
 - Analyze harvest data to identify management trends.
- Provide advice on management plans, policies and research projects.

RESEARCH SUPPORT:

- Manage the ongoing collection of community research and management interests (RMI).
- Periodically assess the progress on the GRRB's approved Research and Management Priorities (RMPs) and assist in identifying new priorities.
- Respond to relevant requests for letters of support.
- Assist GRRB biologists with field work and field work preparation as needed.



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- Encourage best practices for research in the Gwich'in Settlement Area (GSA).
- Maintain the research portion of the GRRB's website.

LIASION:

- Help bridge scientific and community knowledge.
- Regularly engage and liaise with the RRCs and harvesters.
- Liaise with relevant stakeholders (i.e., Porcupine Caribou Management Board, Gwich'in Tribal Council, Arctic Borderlands Ecological Knowledge Society, territorial government staff including Aurora Research Institute, federal government staff, researchers, regulatory agencies and other relevant organizations).
- Manage the GRRB's public registry (i.e. website).
- Participate in relevant community outreach and education activities.

Knowledge and Skills:

- Bachelor of Science in Biology, Environmental Sciences, Renewable Resources, or a related field. Relevant combination of education and work experience may be considered.
- Knowledge of the GRRB's mandate and the role of co-management in the North.
- Sound understanding of the *Gwich'in Comprehensive Land Claim Agreement*.
- Sound understanding of the GRRB's policies and procedures.
- Ability to understand, appreciate, and act upon cross cultural differences especially as they relate to natural resources.
- Excellent organization, planning, and time management skills.
- Strong communication, listening, and interpersonal skills, including public speaking.
- Excellent computer skills, including Microsoft Office.
- Experience with data analysis and statistics.
- Strong writing skills, including experience preparing proposals, reports (technical and plain language), and public communications materials.
- Supervisory and team management skills.
- Knowledge of basic database administration.

Positions which may report to the Environmental Coordinator:

- Harvest Interviewers, Technicians, Trainees, Casual, Summer, or Field Staff