



EMPLOYMENT OPPORTUNITY (PERMANENT)

TITLE: SPECIAL PROJECTS COORDINATOR

CORE FUNCTIONS:

Under the general direction of the regional Cree Trappers' Association, but more specifically under the supervision of the Executive Director, the Special Projects Coordinator has the responsibility of initiating and seeking funds for projects that are more unique, with various institutions and government agencies.

PRIMARY RESPONSIBILITIES:

- Identifies, plans, develops, and initiates projects and programs that promote the interests of the Cree trappers.
- Coordinate and facilitate delivery of project objectives, as identified and established by the Executive Committee/Board of directors.
- Be actively involved with different institutions and funding agencies in the development of various trapper-oriented proposals and programs.
- Be able to prepare and write up funding proposals and applications.
- Research, identify, and respond to public and private funding opportunities in the area of hunting, technology and the environment.
- Plan, implement and coordinate assigned projects and activities with appropriate staff and project partners.
- Pro-actively communicate project(s) status, issues, and risks to CTA management.
- Collect, analyze and report data to monitor project outcomes; generate and present reports using standard formats and graphical summaries.
- Develop, direct and administer the budgets, at the CTA level, for all projects and programs in areas of responsibility.
- Ensure compliance with local, provincial and federal guidelines in the implementation of projects.
- Take the leading role in the preparation of the CTA annual report.
- Plan, coordinate and implement the Firearms Safety courses, when needed.
- Coordinate the CTA Geo-Portal program, and ensure the program is used appropriately.
- Ensures the preparation and submission of reports to MNRF in regards to wildlife management and proper monitoring (big game survey, trap-line captures, migratory bird survey, etc.)
- Follow-up on current legislation and regulations that may have an impact on CTA members and trappers' activities, and ensure all relevant information is communicated to all Cree members.

- Follow-up on the activities of the Fur Council of Canada, Fur Institute of Canada and inform the CTA Executive Committee on issues that may be of interest to the Cree Trappers.
- Ensure the CTA website is maintained and updated when necessary.
- Be familiar with all special project agreements, and ensure all conditions, standards, funding arrangements, and timelines are respected.

SKILLS AND QUALIFICATIONS:

- Bachelor's degree in Wildlife Management or related field.
- 3 years of experience in Project Management.
- Efficient computer skills (Word, Excel, PowerPoint, various programs, etc.)
- Excellent interpersonal, written, and oral communication skills.
- Proven ability to effectively manage and prioritize work requirements.
- Ability to exercise good judgment in carrying out responsibilities.
- High standards of ethics and confidentiality in handling sensitive matters.
- Effective and detailed organizational skills.
- Be able to communicate fluently in the Cree and English language. Ability to speak and write French will be an asset.

SALARY: Commensurate with qualifications.

PLACE OF WORK: Will be determined when terms of employment are established.

DATE OF POSTING: October 11, 2017

CLOSING DATE TO SUBMIT APPLICATIONS: October 25, 2017 at 5:00 PM

Please send your application and curriculum vitae via regular mail, fax or email to:

Clark Shecapio - Executive Director
Cree Trappers Association
PO Box 250 Eastmain, QC J0M 1W0
Tele 819-977-2165
Fax 819-977-2168

E-mail: cshecapio@ctaoffice.ca

Only candidates retained for interviews will be contacted.