



Job Posting: **Natural Resource Project Specialist**  
Department: Integrated Resource Management  
Location: Summerside, PE  
Position: Permanent, Full Time 37.5 hours/week  
Salary: \$70,000 – \$80,000  
Deadline to apply: January 31, 2025

The Mi'kmaq Confederacy of PEI (MCPEI) delivers quality programs and technical advice to Epekwitk Assembly of Councils, the Abegweit and Lennox Island First Nations' Councils and the provincial Indigenous community. As a member of MCPEI's workforce the successful candidate will be offered a competitive salary, quality benefits, generous vacation, and a respectful, healthy, and safe place to work and grow as a professional.

#### **The Role:**

The Natural Resource Project Specialist will play a crucial role in our dynamic Integrated Resource Management (IRM) team, providing leadership and timely support to ensure precise project delivery to PEI First Nations. This position will oversee and manage all aspects of natural resource projects, terrestrial and marine, from initiation to successful completion. The responsibilities include ensuring efficient project execution, compliance with industry standards, and fostering collaboration among partners and cross-functional divisions.

The Natural Resource Project Specialist is pivotal in delivering high-quality results on time, contributing significantly to the growth and success of MCPEI's marine projects delivery. This role involves a combination of fieldwork and office work, with the expectation that work hours will be spent in the field or in PEI First Nation communities.

#### **Qualifications:**

##### **Education:**

- A diploma or undergraduate degree in marine/environmental studies or a related field and three (3) or more years' related experience. An equivalent combination of education/training plus five (5) or more years' related experience working in a natural resource related field will be considered.
- Project Management Certificate and/or Project Management Professional (PMP) an asset.
- Valid licenses and vessel certificates (i.e. Electrofishing Certificate, Small Craft Vessel Operators, Proficiency, etc.).

**Experience:**

- Minimum of one (1) year of supervisor experience in a related field such as marine management or environmental conservation management.
- Minimum 2 years' experience applying project management methodology and principles to projects.
- Prior work experience working with or within First Nation organizations preferred.
- Experience managing relationships with stakeholders and leading consultation sessions, including around contentious issues and conflict situations is preferable.

**Skills/Competencies:**

- Receive and process natural resource project programs requests for funding and project delivery.
- Develop comprehensive project descriptions, ensuring accuracy and alignment with objectives.
- Ability to utilize Customer Relationship Management (CRM) for efficient project management. Continuously update CRM on project status and engage with clients for progress updates.
- Address inquiries and support project administration.
- Obtain direction from PEI First Nation communities on direct and specific project suitability.
- Collaborate with IRM team members on all projects, including assisting the Commercial Fisheries Liaison Coordinator with field work activities.
- Build and maintain strong relationships with PEI First Nations Communities through in-person visits to PEI First Nations for relationship building and training with leadership approval.
- Ensure proper documentation completion.
- Develop strategy advice and collaborate within the IRM division. Keep Senior Program Coordinator informed of project status.
- Foster effective communication among internal teams.
- Identify and implement improvements in project management processes.
- Initiate actions to prevent quality problems.
- Document and contribute to solving natural resource related issues. Verify solutions and control further delivery when issues arise.
- Strong knowledge of various natural resource industry practices, regulations, and processes, including but not limited to fisheries, oceans management, solid waste management, and forestry.
- Strong verbal and written communication skills, including facilitation skills of group presentation, in person or virtual.
- Exceptional problem solving and decision-making skills.
- Organizational skills and ability to follow and understand procedures.
- Intermediate computer skills with proficiency in MS 365, Office and comfortable with digital and technological tools, such as virtual Teams, CRM, and a proficiency in project management tools.

**Other:**

- Other duties as required.
- Successfully pass a Criminal Record Check including the vulnerable sector.
- Provide Covid-19 Vaccine Record.
- Required to carry a minimum of \$2,000,000 third party liability insurance on your own personal auto insurance policy and must have approval from your insurance company to carry passengers in your vehicle as a part of your job duties.
- Demonstrated equivalencies will be considered.

\*\*Indigenous applicants will be given priority in accordance with the Aboriginal Employment Preference policy of the Canadian Human Rights Commission. MCPEI is committed to providing support and capacity building opportunities to Mi'kmaq individuals with the core competencies to take on positions such as this.

**Please email your resume and cover letter to [apply@mcpei.ca](mailto:apply@mcpei.ca)**  
with the Job Title, "Natural Resource Project Specialist" in the subject line

**or deliver resume to**

ATTN: Human Resource Manager  
Mi'kmaq Confederacy of PEI  
201 – 8 Stan MacPherson Way  
Charlottetown PE C1A 0J7

**Deadline to apply: January 31, 2025, at 3:00 PM.**

We appreciate all those applying for this position and note that only those chosen for an interview will be contacted.