

JOB POSTING

Position title: Research Coordinator - IBA and Regulatory

Position type: Full-time, regular

Location: Edmonton, AB

Reports to: Operations Manager

Salary range: Competitive, commensurate with experience

Application Deadline: April 14, 2017

Position start date: May, 2017

Summary: The Firelight Group is a dynamic, socially responsible business providing community-based research and consulting services across Canada. We have a growing team of approximately 30 professionals, and offices in Victoria, Vancouver, Edmonton and Haida Gwaii. Our competitive advantage is high quality work that strategically serves our clients' interests.

www.thefirelightgroup.com.

Job duties include:

IBA and Policy Support:

- Works closely with Firelight's Impact and Benefit Agreement (IBA) and Regulatory technical leads and Indigenous partners.
- Coordinates IBA negotiation logistics.
- Assists with the development of mineral policy, consultation policies, and community planning with respect to mineral development and consultation.

Negotiation Support:

- Participates in engagement processes with negotiation stakeholders, develops options and solutions to problems.

Report Writing:

- Prepares briefings and technical reports for a variety of audiences

In addition, this job will challenge the successful candidate in the following areas:

Relationship Building

Analytical Skills

Information Management

Managing Organizational Resources

Full job description available on request

Qualifications:

- Master's degree in environmental assessment, environmental sciences, social sciences or commensurate experience.
- 3-5 years of experience working with Indigenous communities.
- Drivers licence required.

Required Skills (applicants *must* provide evidence of these skills):

- **Excellent writing and analytical skills**
- **Experience and knowledge of Indigenous communities in Western Canada.**
- **Experience coordinating projects and research teams.**
- Experience with creating and managing detailed budgets.
- Strong attention to detail and ability to manage information.
- Ability to communicate effectively with diverse audiences.

Rated Skills (applicants will be comparatively assessed on these skills):

- Knowledge of, and experience in, negotiations.
- Ability to conduct training with community/client researchers.
- Knowledge and use of social science research methodologies.
- Familiarity with environmental issues related to resource extraction in Canada.

Firelight offers compensation commensurate with skills and training, within industry standard ranges. We offer a progressive, flexible workplace and the following benefits:

- Professional development funds.
- Banking of earned overtime.
- Health and Wellness Program.
- Comprehensive health and dental benefits.
- Annual retirement savings plan contribution.
- Maternity and parental leave top-up.
- 2 weeks' annual leave and 1 week of seasonal holiday in the last week of December.

To apply:

Please email a cover letter and curriculum vitae citing "Research Coordinator – IBA" in the subject line and attention to Binita Sondagar, at hr@thefirelightgroup.com and copy Kalene Gould, kalene.gould@thefirelightgroup.com. If you have any questions regarding the position, please call (250) 590-9017. Your application must confirm that you are able to legally work full-time in Canada, starting immediately.

Firelight is committed to respecting diversity within our workforce and specifically to increasing the number of Indigenous employees within our organization. As a result, we encourage all Indigenous applicants to self-identify in our recruitment and staffing processes and preference may be given to these applicants.