



### **Internal and External Relations Responsibilities**

- Assist the Cree representatives sitting on COMEX/COFEX/CEAA in the organization of local public hearings or public consultations with respect to the Social and Environmental review process.
- Serve as a representative (if mandated) or technical advisor for any of the committees involved in the social and environment review process in the territory.
- Assist in public hearings or public consultations by proponents or committees for projects under review.
- Collaborate, with the Department members, in developing and maintaining an Environmental Information Registry dedicated to improving public participation in the social and environmental review process.
- Maintain and provide access to documentation relating to environmental reviews and projects and contribute to the expansion of the CNG website and the code of good practice regarding environmental assessment, evaluation and review procedures.

### **Administrative Responsibilities**

- Perform other related tasks as requested by the Environmental Manager/ Director of Environment and Remedial Works.

### **QUALIFICATIONS**

#### **Education and Certification**

- Bachelor's degree in environment, forestry or a related field.

#### **Experience**

- One to three years of relevant work experience.

#### **Language**

- Written knowledge of English.
- Fluency in Cree and English.
- Knowledge of French is an asset.

#### **Knowledge and Abilities**

- Good communication and interpersonal skills.
- Good analytical skills.
- Ability to work well both independently and in a team environment.
- Good organizational skills and ability to coordinate multiple tasks and respect deadlines.
- Knowledge of Microsoft Office.

#### **Additional Requirements**

- Typical office setting where there are no unusual physical demands.
- Willingness to work both in an office and outside settings for extended periods.
- Willingness to work irregular hours.
- Willingness to travel.

The CNG may, at its discretion, waive any or all of the aforementioned requirements if a suitable candidate who is a JBNQA beneficiary accepts to follow a training plan determined by the CNG as a condition of employment.