



## **Internal/External Job Posting**

# **Environment and Climate Change Program Officer**

**Reports to:** Executive Director

**Salary Range:** \$60,000 - \$70,000

**Closing Date:** September 20, 2016

### **Position Summary:**

This position will address Environment Concerns particularly Climate Change and Environmental issues pertaining to Indigenous women and their families. This position will go to March 31, 2017 with a possibility of extension.

### **Education, Experience and other requirements:**

- Degree or diploma from a recognized post-secondary institution in an Environment focused program or equivalent and a minimum of two years' experience;
- Direct experience in the Non-Profit sector, preferably with experience in working in an Aboriginal organization setting;
- Knowledge of and commitment to the principles and values that guide the work of the Native Women's Association of Canada;
- Knowledge of environmental and other issues affecting Aboriginal women and communities;
- Complete understanding in dealing with sensitive and confidential information;
- Ability to work effectively under pressure and in a fast-paced environment;
- Strong interpersonal skills, excellent oral, written and communication skills;
- Excellent time-management and organizational skills;
- Proficiency in task completion with minimal supervision;
- Full comprehension, knowledge and experience with all computer software including Microsoft suite of tools and internet techniques;
- Flexible schedule, may have to work evenings and weekends;
- Able and willing to travel; and,
- Successful completion and maintenance of a clear Police Security Check.

### **Language:**

Fluency in English is essential. Bilingualism is a strong asset.

**Responsibilities Include:**

- Conduct quantitative and qualitative research regarding Climate Change;
- Prepare briefing notes, discussion papers and speaking notes on the issues;
- Plan, organize and assemble scientific and Traditional Knowledge panelists for a 2-day meeting;
- Source and submit proposals for additional funding to build the environment file in NWAC;
- Engage with diverse audiences on Environmental Concerns in person and with social media;
- Communicate with and work with other environmental staff colleagues in National Indigenous Organizations, Non-Governmental Organizations, public sector and private sector;
- Develop a communications plan to enhance public knowledge on Indigenous women and the Natural Environment;
- Work closely with Minister appointee's on Environmental Committees;
- Coordinate meetings including notification, summary of outcomes, minute taking and distribution;
- Provide updates on progress to Senior Director;
- Coordinate and organize travel arrangements as needed; and
- Other duties as assigned.

**Please submit resume and covering letter by September 20, 2016 to:**

Dan Peters,  
Senior Operations Director  
1 Nicholas Street, 9<sup>th</sup> Floor  
Ottawa, ON K1N 7B7  
[dpeters@nwac.ca](mailto:dpeters@nwac.ca)  
(Email submissions preferred).

**Preference will be given to Aboriginal candidates.**

**Only those selected for an interview will be contacted.**

**No applications will be accepted beyond closing deadline.**

**Interviews will be held in Ottawa.**