



Job Description: Program Coordinator

The Healthy Landscapes Program (HLP) at fRI Research is seeking a highly motivated, self-starter with a strong science background and proven partnership building and communications skills to assume the role of Program Coordinator.

The HLP boasts more than 30 partners from across Canada and has become a leader in Ecosystem-Based-Management (EBM) implementation through a combination of research, stakeholder dialogue, outreach, and demonstration. The Program has been shifting towards a greater emphasis on multi-stakeholder demonstration and community-based projects that a) interpret and integrate research, and b) require robust and active partnerships, including with Indigenous communities.

Responsibilities

- Provide leadership on science-based EBM projects
- Assemble, administer, and lead multi-stakeholder project teams
- Oversee and support core research projects conducted by external agencies
- Clearly communicate, and bridge between, concepts and detailed research findings
- Develop, submit, and manage their own project ideas consistent with the Program vision and partner needs
- Facilitate the training and knowledge sharing of research outcomes and tools developed to assist partners in the effective implementation of research findings
- Work closely with fRI Research Communication Services to perform outreach functions that enhance partner and public understanding of EBM
- Participate in committees and advisory groups as needed
- Provide ongoing expert advice and guidance to HLP partners
- Travel to meet with project partners, shareholders, and Indigenous communities to develop the research project and to regularly share research results
- Help with ongoing needs regarding Program level administration, coordination, planning, general communication, contract and sub-contractor management, budgeting, grant writing, new project proposals, and managing HLP Activity Team meetings

Essential Job Qualifications

- Master's in some combination of environmental / biological sciences, geography, and communications / facilitation
- A minimum of five years of experience in the natural resource management and/or partnership development fields
- Excellent two-way communication skills and able to explain complex scientific data to diverse audiences
- An understanding of forest land management challenges and opportunities in Canada
- Experience as / propensity to be a partnership builder, negotiator, and/or facilitator
- Strong leadership and supervisory skills
- Familiarity with EBM principles and applications
- Experience in building relationships and collaborations with Indigenous communities
- Strong organizational and project management skills
- Proven problem-solving skills and ability for independent decision-making
- Possess a valid Class 5 Alberta driver's licence or other provincial/territorial equivalency, with a minimum of 3-years driving experience and can provide a current driver's abstract that meets the requirements of our insurance provider
- Eligible to work in Canada (citizen, permanent resident, open valid work permit for the duration of the position)

Experience with GIS, R, modelling, spatial statistics, web design, graphic design, social media platforms, or building partnerships would be an asset.

Details and Compensation

Salary: \$80,000 - \$103,000; 37.5 hours per week. Salary levels for this position will depend on education and experience.

Duration: 1-year term, with possibility of extension

Start date: August 2024 or negotiable

Location: Within a reasonable distance to Hinton, Alberta is preferable

Benefits

- Flexible work schedule and hybrid work
- Extended Medical, Dental, Vision, Life, Short & Long-Term Disability coverage
- Parental leave top-up to 75% of salary, up to \$7,000 for the duration of the leave
- 3 weeks paid vacation per year to start
- Paid leaves including personal days, sick days, bereavement leave, and a volunteer day
- Relocation allowance up to \$3,000



- 50% RRSP/TFSA matching up to 5% of annual salary

About Us

fRI Research is a not-for-profit corporation that conducts applied research on sustainable forest and land management through diverse and actively engaged partnerships with industry, government and non-government organizations. Find out more at www.friresearch.ca.

Our office is based in Hinton, Alberta, 20 minutes east of Jasper National Park, and 2½ hours west of Edmonton. Hinton, set amidst the stunning scenery of the Alberta Rockies, is a modern community of 10,000 in the heart of a four-season recreational paradise. Our region offers outstanding mountain biking, climbing, hiking, and skiing opportunities, as well as plenty of arts and cultural activities.

fRI Research is committed to a diverse, equitable and inclusive workplace. We encourage applications from persons who may have been marginalized in the past including Indigenous Peoples, visible minorities, women, persons with disabilities, sexual and gender minorities and newcomers to Canada.

Application Procedure

Your application package should include 1) a cover letter, 2) a copy of your resume, and 3) a sample of your writing. Please include those three documents as attachments within a single email to Risa Croken, rcroken@friresearch.ca

Subject line: “Application – HLP Program Coordinator” and attached files named as “surname_firstname_filename”.

Closing date: July 8th, 2024.

While we appreciate the interest of all candidates for this position, only candidates that are invited to interview will be contacted.

Please direct any questions to Dr. David Andison via email at andison@bandaloop.ca.

