



## WORKING WITH THE PEOPLE FOR THE ENVIRONMENT

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### **Job Description Environmental Specialist**

#### **1. Background**

The Environmental Monitoring Advisory Board (EMAB) was established in 2001 as a condition of the Environmental Agreement (EA) signed by Diavik Diamond Mines Inc., GNWT - Resources Wildlife and Economic Development, Dogrib Treaty 11 Council, Yellowknives Dene First Nation, Kitikmeot Inuit Association, North Slave Metis Alliance and Lutsel K'e Dene Band. EMAB is incorporated as a Society under the Societies Act of the Northwest Territories. The eight person Board of Directors is appointed by each of the parties to the EA.

#### **2. Identification**

Position Title: Environmental Specialist

#### **3. Position Primary Purpose in EMAB**

This position works under the direction of the Executive Director of EMAB. The primary purpose of this position is:

- Provide technical support and carry out environmental data analysis as required by EMAB;
- Prepare communications to support the needs of the EMAB, the Parties and the general public;
- Reviewing and assist EMAB in developing feedback in Environmental Management plans and regulatory instruments
- Provide information management services and administrative support as required by EMAB.

#### **4. Duties – Primary Duties are:**

- Internal Review of environmental documentation and preparation of reports for the Executive Director and Directors;



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- Preparation of technical report summaries for internal and external use;
- To assist EMAB with all communications with its respective members, especially Aboriginal communities;
- To ensure that EMAB is conveying information to communities in the appropriate media, including plain language summaries;
- To document and convey issues, concerns and recommendations from communities under the direction of, and at the request of, the appropriate Director;

**Secondary duties of the Environmental Specialist will include but not be limited to, the following;**

- Provide assistance to the Executive Director and Directors as required.
- Attendance at all meetings, workshops, site visits and other events as directed by the Executive Director. This may include taking notes for the meetings.

### **5. Education, Experience and Abilities**

- Post-secondary degree in the environmental sciences or similar fields.
- Strong analytical and problem solving skills with experience in handling, verification and interpretation of data;
- Knowledge of the North, Aboriginal and environmental issues, including government and co-management structures.
- Excellent interpersonal skills, the ability to communicate clearly and effectively in written and oral form in technical and plain language, with a sound knowledge and awareness of cultural and language challenges in the north;
- Experience working with Boards and Aboriginal Communities;
- Excellent working knowledge of computers, Microsoft office programs such as: PowerPoint, Word, Access, Excel.

### **6. Reporting**

This position will report to the Executive Director who is responsible to the Board of Directors. When working in communities, the Environmental Specialist would work closely with the appropriate Director and community leaders.



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### **7. Salary**

The Salary will commensurate with education, skills and experience. Comprehensive benefits package included.