

Junior Project Coordinator

We offer flexible and remote working, learning opportunities, and meaningful work.

We are a growing consulting firm based in Guelph, Ontario that offers its employees flexibility, excellent learning opportunities, and the ability to work with amazing people on a daily basis.

SVS staff have the autonomy and support to grow their careers in the direction they choose to help meet our collective mission of a land where all peoples can reach their full potential, share prosperity and uphold their rights. We are aligned in our commitment to doing good work in both our local and client communities, and we are known for our fun company culture and our commitment to providing excellent client service.

A few more key points about SVS:

- Our company is filled with individuals who like taking initiative and thinking outside of the box.
- We believe in creating shared value in every project we work on and we assist Indigenous and non-Indigenous communities and private sector companies in coming together to create shared value for all parties involved.
- We are a Certified B Corp – we believe business should be about making a difference and doing good for both people and places.

The Position: We are looking for a Junior Project Coordinator to support our consulting team. The pay range for this position is competitive and negotiable.

- We offer flexible working arrangements.
- We have an incredibly unique company culture that allows us to shine positive lights on both our successes *and* our failures and work in an environment where we can learn and grow together, all while doing meaningful work.

Requirements:

- B.Sc. or Masters in Natural Resource Management, Environmental Sciences, Environmental Planning, or equivalent
- 1 – 3 years of professional experience working in an environmental consulting role on the coordination of programs or projects
- Excellent analytical and technical writing skills, including experience with data management and analysis, preparing technical reports, and communicating complex issues in plain language (written, verbal, presentations) for a variety of audiences

- Understanding of Canadian federal, provincial, and territorial legislation and regulatory approvals and permitting processes
- The ability to work both independently and as part of a team
- Skills and experience working in cross-cultural settings, preferably with First Nation, Métis, and/or Inuit communities

Responsibilities:

- Coordinating a diverse range of projects focused on the intersection between impact assessments, Indigenous consultation and traditional knowledge, including technical peer reviews of regulatory environmental permitting and approvals reports and applications for pipelines, energy, mining, waste, and other major infrastructure development projects.
- Building and maintaining client relationships through a comprehensive understanding of client needs, priorities, and objectives while providing excellent client service.
- Liaising effectively with Indigenous community clients, regulators and proponents.
- Research support
- Report writing support
- Business development support
- Respond quickly and empathetically to client needs
- Provide clear and concise reporting and presentations

Asset Qualifications: : land use planning, experience providing training in environmental monitoring or impact assessment, experience with planning and implementing communication and consultation programs and activities, traditional knowledge, land use and occupancy, GIS, community economic development, conflict resolution, capacity building / training, multimedia story-telling.

Let us know if you speak: French, Cree, Ojibway, Oji-Cree, Blackfoot, Dene, Innu, or other languages that might be useful for this position.

We are on the traditional territory of the Attawandaron People. We honour the original ancestors of this land and also offer respect to our Haudenosaunee, Anishinaabe, Mississauga and Métis neighbours. We strive to be accountable by acknowledging this history and cultivating respect in our relationships with our Indigenous neighbours and the land.

Our main office is located in downtown Guelph and we have employees working from home-based satellite offices in New Brunswick, Alberta and British Columbia.

Summing it Up - Why should you apply?

- Fun company culture
- Learning and career growth opportunities
- Flexible working hours
- Meaningful work
- Great coffee

In the spirit of reconciliation and diversity, we are committed to increasing our number of Indigenous employees. Please let us know in your application if you are First Nations, Métis or Inuit.

Please send your resume to: HR@sharedvaluesolutions.com by Feb 3, 2021.