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| JOB TITLE | Climate Action and Restoration Coordinator |
| MINISTRY/DEPARTMENT | Environment, Climate Change and Food Security |
| REPORTS TO | Indigenous Climate Action and Reforestation Manager |
| JOB FAMILY | Professional/Expert |
| CLASSIFICATION LEVEL | Level 2 |
| DATE CLASSIFIED | April 24, 2026 |

POSITION SUMMARY

The Climate Action and Restoration Coordinator plays a key role in delivering the development and execution of MNBC's climate action and ecological restoration initiatives.

This position advances stewardship initiatives, supports capacity building, and helps coordinate restoration activities aligned with Métis climate action priorities.

The Coordinator oversees the planning, coordination, and delivery of community-level climate action programs, plus advises and assists with the development and implementation of facilitating citizen training and employment opportunities connected to restoration initiatives. The role works collaboratively across ministries, external partners, and with Métis Citizens, providing expert guidance and ensuring the successful implementation and delivery of climate action and restoration initiatives.

LOCATION

- Provincial Head Office – Surrey, BC/Hybrid

DUTIES & RESPONSIBILITIES

Program Operations & Administration

- Supports the development of projects related to climate action and restoration, such as tree planting, urban greening, forest management, education/training, seed collection, and other activities.
- Provides administrative support to program operations, including scheduling meetings, coordinating logistics, maintaining program documentation, and preparing meeting minutes where required.
- Contributes expertise and leadership to MNBC's climate actions, such as carbon sequestration, wildfire restoration, forest resilience, and increased human well-being & environmental co-benefits.
- Supports the development of relationships and collaborative activities with First Nations, local governments, businesses, educational institutions, and other public services to deliver climate action and restoration projects.
- Conducts field assessments and site visits under diverse environmental conditions.
- Assists with financial and contract administration, including tracking budgets, processing invoices, and supporting funding and reporting requirements, as needed.
- Facilitates communication between internal departments and external partners.

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- Assists and facilitates where appropriate, with community engagement activities through meetings, workshops, and feedback sessions.
- Manages and organizes files, records, and documents related to the program.

Capacity Building & Training

- Supports the development and stewardship of partnerships with educational institutes, and MNBC's Skills Training, Employment & Post Secondary (STEPS) Ministry to collaboratively develop and deliver education resources, training programs, and employment opportunities for citizens in climate action and restoration initiatives.
- Assists in working with MNBC's STEPS Ministry in creating cross-ministry budgets and program standard operating procedures (SOPs) for training and employment programming.
- Develops educational material and technical resources for citizens in sustainable forestry supporting training and employment opportunities.
- Supports the development of capacity-building initiatives to enhance knowledge and participation in environmental programs among Métis citizens and MNBC staff.

Surveying, Engagement, and Reporting

- Supports environmental data collection, technical research, impact assessments, and monitoring to track program progress and outcomes.
- Facilitates community engagement related to climate change, including virtual and in-person meetings, workshops, and feedback sessions, and building respectful relationships with Métis Chartered Communities and partners.
- Supports the development of communication materials and sharing of community success stories in collaboration with MNBC Communications, and represents MNBC at events, site visits, and community meetings as required.

Other Duties

- Participates in committees and project teams as required.
- Undertakes related duties as assigned, consistent with the job grade of the position.
- Other duties may be assigned as needed to ensure the efficient operation of MNBC.
- Regular/ occasional attendance at meetings/ events that may require work and travel outside of normal business hours.

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Direct Reports: N/A

QUALIFICATIONS

- Diploma in forestry, environmental sciences, ecology, earth sciences, environmental engineering, resource development, silviculture, or related area of study. Bachelor's degree preferred.
- Minimum two (2) years of experience.
- A combination of relevant experience, education, and training will be considered.
- Experience with citizen science programs and/or tree planting programs is an asset
- Broad knowledge of environmental issues, including climate change, water quality, biodiversity loss, and carbon sequestration.
- Experience working collaboratively with Indigenous communities, government, or other stakeholders.
- Proven ability to utilize, adapt, and embrace new technologies, including Office 365 and other database/software required by the role.
- Strong written and oral communication skills.
- Demonstrated ability to work in a fast-paced, multi-issue environment.
- Demonstrated understanding of government processes and protocol.
- Organizational and time-management skills.
- Able to travel, at times, with overnight stays in other communities.
- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- Possession of, or the ability to obtain, a Class 5 driver's license may be required.
- The position may require the completion of a Criminal Record Check and Vulnerable Sector Check.

MNBC VALUES

- **Manâcihitowin (Respect)** - We respect ourselves, others and all Creation.
- **Kwayes'kwât'sowin (Integrity)** - We hold integrity as a core value. We are honest with ourselves, our colleagues, our communities, and our partners. We are reliable and follow through on our word.
- **Ahtisihcikêwin (Innovation)** - We draw on the spirit of Métis innovation and bring forward our curiosity and creativity to problem solve and develop new solutions for our people.
- **Tâpahtiyim'sowin (Humility)** - We show and practice cultural humility and cultural agility. We are open to new ideas and recognize the wisdom that surrounds us from others who carry different experiences than ours.
- **Kisîwât'sowin (Kindness)** - We show and practice lateral kindness in our organization and to everyone with

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whom we interact on behalf of the Nation. We practice kaa-wiichihitoyaahk (we take care of each other.)

- **Sipihkisôwin (Resilience)** - We are resilient and do not fear challenges or setbacks but remain courageous and learn from each step of the journey. We channel the courage of our Métis ancestors who faced adversity and remained resilient.
- **Atoskâtowin (Teamwork)** - We work together and actively seek opportunities to share information, collaborate on initiatives, and practice reciprocity for stronger outcomes. We embrace teamwork to achieve greater potential for success.