



## JOB DESCRIPTION

**Job Title:** Environmental Programs Coordinator      **Position Number:** 93-13

**Incumbent:** Vacant      **Effective Date:** August 2025

**Employment Status:** Permanent    **Pay Level:** 10    **Bargaining Unit:** X Yes \_\_\_ No

**Supervisor's Title:** Director, Risk & Compliance

### SUMMARY

Under the supervision of the Director, Risk & Compliance, this position is responsible for administering and overseeing a range of environmental monitoring and regulatory compliance programs in alignment with the Corporation's Environmental Management System, project and facility regulatory authorizations, and established commitments, including agreements with First Nations Governments and other organizations. The role also provides technical support to resource development projects and leads community and organizational outreach and collaboration related to environmental monitoring and adaptive management planning. Work is guided by the Corporation's Environmental Management System, associated monitoring and adaptive management programs, and applicable territorial and federal authorizations, legislation, and regulations.

### DUTIES AND RESPONSIBILITIES

#### 1. Environmental Monitoring and Compliance Programs

- Plans, coordinates, and administers effective environmental monitoring and regulatory compliance programs in alignment with the Corporation's Environmental Management System (EMS).
- Implements and maintains environmental monitoring and adaptive management programs.
- Develops scopes of work, schedules, budgets, and performance criteria for internal and external parties supporting monitoring programs.
- Leads technical aspects of monitoring programs, including design, execution, reporting, and communication of results.
- Collaborates with the Director and External Relations Department on communication and outreach related to monitoring and compliance programs.
- Leads or supports the development of policies, position papers, and presentations to effectively communicate monitoring and compliance strategies.
- Identifies and recommends new procedures or practices to support environmental programs.
- Reviews and evaluates engineering and scientific studies, socio-economic assessments, and mitigation designs with the Resource Planning team to inform monitoring and adaptive management plans for new projects and regulatory renewals.
- Engages with staff, contractors, and stakeholders to ensure compliance with environmental monitoring programs.
- Coordinates presentations, workshops, and meetings for management, staff, planning partners, and stakeholders.

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- Prepares progress and summary reports, including results and key performance indicators, for applicable programs.

### 2. **Support for EMS Implementation**

- Collaborates with the Environment and Resource Analyst to implement and oversee EMS-related functions and activities.
- Develops and manages short- and long-term plans to address environmental issues such as fish and wildlife habitat impacts, water quality, and site remediation.
- Provides technical and managerial support for ecological mitigation programs (e.g., fish passage and hatchery facilities).
- Conducts or assists with environmental inspections and field hazard assessments to ensure regulatory compliance.
- Participates in EMS audits and facility inspections, prepares reports, and makes recommendations to the Director and Environmental Leadership Committee.
- Prepares or supports regulatory compliance reporting (e.g., water use licences, air emissions permits).

### 3. **Stakeholder Awareness and Education**

- Promotes environmental awareness and education for internal staff and external stakeholders regarding EMS monitoring programs.

### 4. **Representation and Engagement**

- Represents the Corporation on working groups, committees, meetings, and conferences related to environmental monitoring, mitigation, and adaptive management.

### 5. **Financial Management**

- Prepares and monitors program and project budgets, expenditures, and reports.
- Provides input into capital planning and O&M budgeting for environmental monitoring and regulatory compliance.

### 6. **Project Management**

- Provides project management services for all phases of environmental monitoring projects, including scoping, execution, delivery, reporting, and communication of results.

### 7. **Sustainability**

- Supports the Corporation's Commitment to Sustainability by advancing relevant environmental pillars.

### 8. **Regulatory and Industry Awareness**

- Maintains current knowledge of environmental and regulatory issues affecting the Corporation.

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### 9. Confidentiality and Safety

- Maintains confidentiality of Corporation information.
- Adheres to safety standards and follows all corporate policies, procedures, and guidelines.

### 10. Other Duties

- Performs other related duties as required.

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| <b>EDUCATION, EXPERIENCE, SKILLS AND COMPETENCIES</b> |
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#### Education:

- Post-secondary diploma or degree in biology, environmental studies, environmental engineering, natural or social sciences, natural resource protection and/or environmental law enforcement, or a related field with considerable relevant experience.
- Familiarity with environmental management systems; ISO 14001 Internal Auditor certification (or ability to obtain) considered an asset.

#### Experience:

- Experience in the design and/or implementation of environmental monitoring programs, including field experience.
- Experience in the research and analysis of environmental and socio-economic issues, impacts, and mitigation.
- Knowledge of principles of resource management, environmental and socio-economic effects assessment, and regulatory regimes in Yukon.
- Familiarity and experience with the principles of monitoring and adaptive management.
- Knowledge of First Nation government structures and Final Agreements.
- Project management experience considered an asset.

#### Skills & Competencies:

- Strong ability to establish and maintain effective working relationships with staff, governments, regulatory agencies, and community/non-government organizations.
- Proficiency in Microsoft Excel, Word, and PowerPoint.
- Well-developed written and oral communication skills.
- Ability to receive instruction, work independently, and manage a high volume of detailed work.
- Strong organizational and time-management skills, with ability to coordinate multiple projects under tight deadlines and significant pressure.
- Ability to work effectively in team-based, multi-disciplinary, and cross-cultural environments.

A valid class 5 driver's license



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| <b>WORKING CONDITIONS</b> |
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The position normally works in an office environment, but there is a component of the work that requires travel to various YEC facilities and includes periodic participation and/or leading of environmental field programs. There are both regular and irregular critical deadlines that must be met, as well as numerous interruptions, changing priorities, and at times a lack of control over the work that must be completed. Must maintain the confidentiality of all corporate information. Adheres to all corporate policies, procedures, and guideline