



## Consultant, Forestry Program Administration

Inspirational, innovative and entrepreneurial - this is how we describe our empowered teams. Combine your passion with purpose and join a culture that is thriving in the face of change.

Make an impact with our Consulting – Forestry Program Administration team as a Consultant. This diverse team of professionals deliver program administration for a large forestry funding organization. As a trusted advisor, you'll support the team in the delivery and review of forestry related projects within the funding programs.

MNP is proudly Canadian. Providing business strategies and solutions, we are a leading national accounting, tax and business advisory firm in Canada. Entrepreneurial to our core, our talented team members transcend obstacles into opportunities and are successfully transforming mid-market business practices.

### **Responsibilities**

- Participate in program management related to forestry programs delivered by a large forestry funding Organization
- Support government, industry, academic, contractor, municipal and Indigenous stakeholders in the delivery of forestry program initiatives
- Track and assess forestry related project activities including silviculture, habitat restoration operations, wildfire mitigation, forest management, forest health, etc.
- Collaborate with the team to align project resources and activities to work plans; ensure projects are completed on time and on budget
- Conduct stakeholder support activities (project status updates; monthly, annual and ad hoc reporting; assist with budgeting/reconciling accounts and funding status updates)
- Occasional operational field reviews to assess the quality and quantity of field work being undertaken
- Utilize GIS software to plan and prepare work, as well as review deliverables and final project outcomes
- Develop Requests for Proposals, facilitate proposal review panels, prepare reports for the Organization's Board
- Communicate findings and help make recommendations to senior managers and the Organization's Board
- Support the growth and evolution of the consulting practice with an emphasis on the forestry industry

## **Skills and Experience**

- RPF or RPFT designation is preferred
- 2-5 years of forestry experience is preferred; relevant work experience could include silviculture, operations, forest management, land use management, wildfire management, etc.
- Consulting experience and business operations experience preferred
- Strong computer literacy including proficiency in Microsoft Excel and GIS (ESRI or QGIS)
- Extremely high attention to detail and ability to accurately input data is imperative
- Excellent time management, project management and organizational skills
- Critical thinking skills and ability to innovate
- Self-motivated and able to work effectively in a team environment
- Ability and willingness to travel throughout rural Alberta to visit client locations including remote field sites

## **MyRewards@MNP**

With a focus on high-potential earnings, MNP is proud to offer customized rewards that support our unique culture and a balanced lifestyle to thrive at work and outside of the office. You will be rewarded with generous base pay, vacation time, 4 paid personal days, a group pension plan with 4% matching, voluntary savings products, bonus programs, flexible benefits, mental health resources, exclusive access to perks and discounts, professional development assistance, MNP University, a flexible 'Dress For Your Day' environment, firm sponsored social events and more!

## **Diversity@MNP**

We embrace diversity as a core value and celebrate our differences. We believe each team member contributes unique gifts and amplifying their potential makes our business stronger. We encourage people with disabilities to apply!

**Please apply through our website: [Consultant, Forestry Program Administration](#)**