



## **Alberta Prairie Conservation Forum Range Agrologist Contract Position**

Submit cover letter and resume to Katheryn Taylor – [info@albertapcf.org](mailto:info@albertapcf.org)

**Deadline January 25, 2024**

### **Contract Opportunity: Rangeland Agrologist for the MULTISAR program**

Lethbridge, Alberta

**\*Registration or eligibility for registration with the AIA or the appropriate provincial agrology institute is required\***

**Background:** The Prairie Conservation Forum (PCF) is a not-for-profit organization that was established in 1989 to convey Alberta's support and commitment to implementing the Prairie Conservation Action Plan (PCAP). The PCAPs are five year blueprints for conserving, protecting and managing native prairie and parkland species, communities and habitats, and members have a shared vision that the biological diversity of native prairie and parkland ecosystems are secure under the thoughtful and committed stewardship of all Albertans.

MULTISAR is a species-at-risk program focussed on multi-species conservation at the landscape level that promotes stewardship through voluntary participation of landholders on both public and private lands. The Prairie Conservation Forum partners with the Alberta Conservation Association (ACA) to provide on-the-ground work for the MULTISAR program, however, the program itself is a collaborative effort not only including PCF and ACA, but also landholders, the government of Alberta, Environment and Climate Change Canada, Alberta Beef Producers, the Canadian Roundtable for Sustainable Beef, and the Canadian Cattle Association.

The primary goals of MULTISAR are to implement collaborative strategies to manage multiple wildlife species on a defined working landscape and to assist with the implementation of these strategies. These are built as landholder-specific Habitat Conservation Strategies (HCSs), which ultimately lead to the implementation of habitat enhancement activities that benefit both the farm/ranch operation and wildlife. HCSs involve conducting detailed wildlife and range surveys in the Milk River and South Saskatchewan watersheds of southern Alberta, from which reports are developed and shared with the landholder, who has input into the recommendations for habitat enhancement possibilities on their property.

The Prairie Conservation Forum is seeking a qualified range agrologist to work on the MULTISAR program from April 1, 2024 to September 30, 2024, with additional 6-month contracts available pending satisfactory completion of deliverables.

### **Scope of Work and Deliverables:**

The PCF is looking for a highly motivated, team-oriented, but also independent, professional with strong interpersonal skills to support the delivery of the MULTISAR program. You will be working with ranchers in southern Alberta to conduct range inventories, including detailed transects, rare plant identification, and grassland and forest range health assessments on their properties. You will collaborate with wildlife biologists, other agrologists and landholders to develop a habitat management plan for each property to maintain and/or enhance wildlife habitat, while striving to support the ranching operation.

Past experience and/or a good understanding of range inventories, native grassland and tame pasture range health assessments, forest health assessments and strong plant identification skills (grasses, shrubs, and forbs) pertaining to Alberta's grasslands is crucial. Strong interpersonal and negotiating skills will also be required, as you will be meeting and advising landholders and other stakeholders to promote best management practices for maintaining species at risk habitat. As advice is being provided, membership to the Alberta Institute of Agrologists (AIA), either as a Professional Agrologist or Registered Technologist in Agrology is required.

An understanding of grazing practices, the cattle industry, as well as a working knowledge of cultivated lands would be an asset, as you will be working directly with producers and other professionals in the industry. Familiarity with using a GPS unit and maps is expected and is essential to navigate to required field sites. You will have excellent writing skills, organizational skills, data management skills, experience with ArcGIS and Microsoft Office, and be able to record data thoroughly and neatly.

The MULTISAR program is based out of Lethbridge, Alberta, and although project areas can be anywhere in southern Alberta, car-pooling opportunities to and from field sites will be from Lethbridge. All range field work is expected to be conducted and completed within the late May to early September field work window. Project areas for 2024 will be provided by the interview schedule. Depending on site, long field days hiking to sites is common, and overnight stays may be necessary at remote locations. ATVs may be utilized on certain properties, but not commonly. A home office set-up is required when not in the field. Please see Appendix A for a list of refundable expenses.

### **REQUIRED**

- Minimum: B.Sc. in Environmental Sciences / Range Sciences or similar field with related experience.
- Membership in the Alberta Institute of Agrologists (or in process of becoming a member).
- Able to identify grass, shrubs, and forbs of Alberta's native rangelands.
- Experience conducting range inventories and range health assessments in Canada's grasslands and experience developing range management plans.

- Able to develop and execute habitat plans including the completion of data analysis, mapping, and report writing.
- Able to use digital datasets like AGRASID and GVI for planning purposes.
- Excellent computer knowledge and proficient using various Microsoft programs (e.g., Word, Excel, Access, and Powerpoint) and GIS (ArcGIS platforms) for mapping.
- Self-motivated with a strong work ethic.
- Excellent interpersonal skills and demonstrated proficiency building and maintaining positive professional partnerships.
- Detail oriented with solid organizational and time management skills.
- Excellent written and verbal communication skills.
- Able to work independently from a home office (no office space provided).
- Valid Class 5 driver's license.
- Able to obtain and maintain automobile and comprehensive General Commercial Liability Insurance with limits of not less than two million dollars per occurrence for bodily injury, death, and for damage to property including loss of use. Proof of such coverage must be provided to the PCF upon awarding of the contract.

The Prairie Conservation Forum hires wildlife biologists and range agrologists on six-month contract terms, however, there is no disruption of work between contracts provided all the deliverables are met in a satisfactory manner. PCF is currently on year one of a five-year grant with Alberta Environment and Protected Areas to help deliver the MULTISAR program. The April 1-September 30 contract mainly encompasses planning and field work, whereas the October 1-March 31 contract mainly encompasses data entry and analysis, report writing, and meeting with landholders. The PCF is ultimately looking for a range agrologist to fulfill contracts for the next four years (and possibly longer depending on the success of the next grant cycle).

**Contract amount** (excluding GST and refundable expenses) **for April 1, 2024 – September 30, 2024:** \$42,459.36.

#### **Timeline:**

Resume and Cover Letter Submission Deadline: January 25, 2024

Interviews: February 1 - 9, 2024

Final Selection: February 23, 2024

Start Date: April 1, 2024

All cover letters and resumes must be sent via email to [info@albertapcf.org](mailto:info@albertapcf.org). All applicants will receive a confirmation email when their application has been received. Any questions from potential contractors can be directed to Katheryn at: [info@albertapcf.org](mailto:info@albertapcf.org).

For more information about PCF: [www.albertapcf.org](http://www.albertapcf.org)

For more information about MULTISAR: [www.multisar.ca](http://www.multisar.ca)

## Appendix A: Refundable Expenses

- GST will only be paid upon evidence of GST registration.
- Any expenses directly related to the work required under the terms of the Agreement must be approved by the MULTISAR Grant Administer. Expenses will be reimbursed at cost upon receipt of invoice. All expenses, except per diem allowances, must be accompanied by receipts. For the purposes of this contract, acceptable expenses include accommodations, vehicle rental, long distance calls, and some office/field supplies (i.e. printing of reports, batteries, etc.). Any other expenses must be authorized by the MULTISAR Coordinator prior to being incurred.
- During business travels, the Contractor can claim a per diem allowance to a maximum of \$13.00 for breakfast, \$17.00 for lunch and \$27.00 for dinner when meals are purchased. Claims for meals apply when the Contractor departs from the place of work at or before or returns at or after 7:30 a.m. for breakfast, 1:00 p.m. for lunch or 6:30 p.m. for dinner. During field work, if the Contractor is provided with accommodation and kitchen facilities or a tent, trailer or other portable shelter, the Contractor may claim for a meal allowance of \$23.20 per day.
- Mileage to locations away from Lethbridge for field work or any other travels related to the work required under the terms of the Agreement, will be reimbursed at a rate of \$0.550 per kilometer if the distance covered during travels (in one or more consecutive days) is less than 250 km. For trips greater than 250 km, a vehicle should be rented by the Contractor.