



CASCADE

P R O J E C T S

An indigenous-owned and controlled company

Cascade Projects Ltd. is currently conducting a search for a Consultant (Engagement, Planning and Information Design)

This role will be based in our Calgary office.

Cascade is an Indigenous-owned and controlled Indigenous advisory and integrated solutions firm with its head office located in Calgary, Alberta which is the traditional territory of Treaty 7 First Nations and the Métis Nation of Alberta Region III.

The Cascade team is comprised of high-caliber professionals with decades of combined experience in Indigenous engagement, economic inclusion, and project management throughout Western Canada. We have worked closely with Industry and Indigenous communities to build meaningful partnerships that are founded on transparency, respect and trust. Furthermore, we work with Indigenous communities in developing energy and economic development projects to further their sustainability, capacity building and self-sufficiency goals.

The Opportunity

We are looking for a motivated, versatile and forward-thinking consultant to provide a full range of project support to senior management in a fast-paced, creative environment. This position will work closely with the consulting team on a variety of upcoming opportunities across Canada. The Consultant will be involved in projects that focus on **strategy, public and Indigenous engagement, community and natural resource development.**

The ideal candidate is a reliable self-starter with experience supporting multiple projects, can multitask and can handle confidential information with professionalism.

This role reports to the Manager of Engagement. This role works closely with the Senior Analyst, Indigenous Awareness Educator and consulting team members.

Key Responsibilities:

Project Planning and Delivery

- Support projects or streams of large projects involving engagement, community development, and/or Indigenous advisory.
- Collaborate with the engagement team to execute all project phases including engagement design, planning, communications, reporting, and monitoring activities.
- Coordinate in-person and online engagements such as workshops, interviews, focus groups, open-houses and pop-up events.
- Design various communication materials including website copy, brochures, postcards, social media content, and posters.
- Schedule and coordinate meetings, engagements and travel across Canada to rural and remote locations.
- Build rapport with internal and external contacts, partners and clients through transparent, and genuine communication.
- Support new business development and proposal writing under tight deadlines.

Research and Analysis

- Accurately summarize engagement data, concerns, and commitments as per regulatory and client requirements using industry-specific software.
- Maintain and update various documentation, meeting minutes, contact lists, engagement materials, and data.
- Synthesize and translate research, reports and data into clear, and concise communication materials.
- Organize and analyze a large quantity of qualitative data to identify trends, insights, themes and recommendations for clients.
- Deliver high-quality final reports and presentations.

Indigenous Knowledge

- Previous working experience with Indigenous Communities;
- Understanding of Indigenous Peoples, protocols, and history;

Experience:

The position requires the following skills, experiences and abilities:

- A post-secondary degree in commerce, communications, planning, Indigenous studies, or equivalent.
- Requires 2+ years of experience in a consultant or similar role.
- Experience working with online survey or engagement platforms such as Survey Monkey, Bang the Table, and/or Civil Space.
- Experience working with Stakeholder Information Software (SIM) such as Jambo, StakeTracker or similar.

- Comfortable working with Adobe InDesign, Photoshop, Illustrator, Canva and/or similar.
- Strong understanding of data analysis tools (MS Excel, Tableau or similar), techniques (qualitative, quantitative, coding, cross-tabbing) and visualization.
- Ability to work flexible hours, including occasional weekends and/or evenings and willingness to travel to rural and remote communities.
- Experience in engagement, community development or similar project work.
- Demonstrated understanding of consulting practice with the ability to deliver high-quality work on time and within budget.
- Valid driver's license.
- IAP2 certification or similar is considered an asset for this role.

Please forward your resume to: sbeaulieu@cascadeprojects.ca