AOPFN EMPLOYMENT OPPORTUNITY

Digital & Communications Support Coordinator

Department: General Government

Supervisor: Sr. Executive Assistant

$51,122.00 – $56,429.00 annual/ 1 yr, Fixed Term, 35 hrs/week

Possibility of Permanency

Deadline to Apply: Friday, November 13th, 2026 at 4:00PM

The Digital and Communications Support Coordinator serves as the front-line Digital and IT support function for Algonquins of Pikwakanagan First Nation while also providing operational support to Communications and Public Relations.

This position is responsible for receiving, triaging, resolving, and tracking day-to-day technology and digital requests, ensuring staff have timely access to systems, tools, and information. The role supports content management, internal communications, and digital coordination across the organization. Within AOPFN's tiered IT service model, this role handles volume-based, user-facing, and operational digital work, escalating system, security, and infrastructure matters to the IT Support Officer.

DUTIES AND RESPONSIBILITIES:

1.Administrative & Coordination Support

- Maintain organized electronic and hard-copy filing systems for both IT and Communications.
- Develop and maintain project trackers, logs, request lists, and status dashboards.
- Prepare meeting materials, notes, and follow-ups for cross-departmental projects initiatives.
- Assist with procurement tracking, purchase requisitions, and vendor correspondence.
- Maintain inventories of IT assets, licenses and communications equipment

2.Digital & IT Support

- Receive, log, track, and close IT service requests and maintain service statistics
- Provide first-line technical support

For full Job Description please email hr@pikwakanagan.ca

REQUIREMENTS:

- Post Secondary certificate or diploma in Office Administration, Business, Communications, or a related field. OR
- Secondary School Diploma with two (2) years of relevant work experience in administrative, coordination, or digital support roles.
- Familiarity with website and social media management tools is an asset.

How to Apply

- Cover Letter
- Current Resume
- Three (3) professional/work-related references that include name, phone number and email address.

Submit to:
Human Resources Department
Algonquins of Pikwakanagan First Nation
1657A Mishomis Inamo, Pikwakanagan, Ontario, K0J 1X0

hr@pikwakanagan.ca
Subject Line: Digital & Communications Support Coordinator
Please allow for 24 hours to receive a 'Confirmed Receipt' of your application submission should you apply via email.

Application Procedure: Interested persons must submit a resume demonstrating that they meet the requirements outlined and the names and day contact telephone numbers of three (3) professional references.
Screening Procedure: Applicant must not be a member of the supervisor's immediate family. The best qualified candidate will be defined and determined so as to include the following: Provided the candidate meets the basic requirements of the position and is deemed qualified following the interview process, preference will be given to:
a) the qualified indigenous person who is an Algonquin; then to,
b) the qualified indigenous person; then to,
c) the qualified non-indigenous candidate.
Interviews: Interviews will be conducted in-person or virtually by Teams Meeting. AOPFN has the right to shortlist for interview/assessment purposes of the five (5) most qualified persons and typically establishes an eligibility list.

What Algonquins of Pikwakanagan First Nation Offers:

- Pension Plan
  - (Permanent EE only)
- Paid Sick Days
- 4% Vacation
- Holiday Shutdown
  - (Conditions Apply)
- 14 Provincial and Federal Statutory Holidays
- Health Spending Account
  (Dental, Vision, Prescriptions, etc.)
- Milestone Recognitions & Rewards
- Half days on Fridays prior to holiday Mondays
  - (Conditions Apply)

We are committed to achieving employment equity and developing a highly capable workforce that is representative of Canadian Society. We therefore encourage women, Indigenous peoples, persons with disabilities, and members of visible minority groups to apply and declare themselves as part of one or more of the above mentioned Employment Equity Designated Groups.
AOPFN is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity or testing, you should advise the recruitment representative in a timely fashion of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.