



# AOPFN EMPLOYMENT OPPORTUNITY

## Project Coordinator – Communications

**Department: Consultation**

**Supervisor: Manager, Consultation**

**35 hr/week - Fulltime - 1 yr Contract - Possibility of Permanency**

**\$51,122 - \$58,686 annually/ Based on Experience & Education**

**Deadline to Apply: Friday, March 20<sup>th</sup>, 2026 at 4:00PM**

The Project Coordinator – Communications is responsible for supporting project management, overseeing project functions, reporting, and budgeting for assigned projects. Responsible for leading the development and distribution of communications materials to provide updates on projects occurring in the territory. Lead community engagement sessions. Manage assigned projects and working groups and coordinate necessary administrative functions associated with working group activities; implement assigned consultation projects that will include researching, planning, budgeting, and documenting all aspects of the work projects; will be responsible for supervision of delegated staff.

### **DUTIES AND RESPONSIBILITIES:**

#### Project Delivery

- Support overall assigned projects including and not limited to:
- Project cost, scope, time management and the associated reporting, benchmarking and scheduling of the activities to meet project objectives
- Lead the development of a Communications Protocol between AOPFN and relevant proponents to ensure that communications expectations are clearly laid out;
- Develop and implement a communications strategy that outlines how project information will be shared with the AOPFN membership;
- Support and evaluate results of communication campaigns with the team.

**For full Job Description please email [hr@pikwakanagan.ca](mailto:hr@pikwakanagan.ca)**

### **REQUIREMENTS:**

- Post-secondary diploma or certificate in Business Administration, Public Administration, Project Management, or a related field with a minimum of two (2) years of demonstrated experience in facilitation, project management, and developing and delivering programs, services, or projects from start to finish (experience working with a First Nation community and/or organization is considered an asset); OR;
- Five (5) or more years of demonstrated experience in facilitation, project management, and developing and delivering programs, services, or projects from start to finish, preferably working with a First Nation community and/or organization, including experience developing Requests for Proposals (RFPs).

## 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, KOJ 1X0

hr@pikwakanagan.ca

### Subject Line: Project Coordinator – Communications

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)
- Starting at 10 Paid Sick Days
- 4% Vacation
- Holiday Shutdown
- 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.