



AOPFN EMPLOYMENT OPPORTUNITY

Project Administrator

Department: Consultation

Supervisor: Manager, Consultation

35 hr/week - Fulltime - 3 Yr Contract - Possibility of Permanency

Salary Range: \$51,122.00 - \$58,686.00 annually/

Based on Experience & Education

Deadline to Apply: Friday, May 22nd, 2026 at 4:00PM

The Project Administrator is responsible for supporting the tri-partite working group represented by the Algonquins of Pikwakanagan (AOP), Atomic Energy of Canada Limited (AECL), and Canadian Nuclear Laboratories (CNL). The Administrator will manage projects of the working group 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:

1. Service Delivery

- Support overall projects between AOPFN and AECL and CNL including and not limited to:
 - Development and Implementation of the MOU/LTRA
 - Activities associated with the NSDF Project
 - Activities associated with the NPD Project
 - Any other AECL/CNL corporate or site wide activities and projects.
- Support the tri-partite working group by:
 - Developing agendas, maintaining meeting records, supporting community engagement, and providing or connecting Pikwakanagan members to approved information.
- Manage implementation of the working group projects by:
 - Developing the scope of projects as defined by the working group and defining project success criteria;

For full Job Description please email hr@pikwakanagan.ca

REQUIREMENTS:

- Post-secondary diploma or certificate in Business Administration or a related field, combined with a minimum of two (2) years of demonstrated experience in facilitation, project management, and the development and delivery of programs, services, and projects from inception to completion, preferably within a First Nation community and/or organization; OR;
- A minimum of three (3) years of demonstrated experience in facilitation, project management, and the development and delivery of programs, services, and projects from inception to completion, preferably within a First Nation community and/or organization.

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 Project Administrator

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.