



AOPFN EMPLOYMENT OPPORTUNITY

Project Operations Manager, Neyagada Wabandangaki

Department: Consultation

Supervisor: Manager, Consultation

35 hr/week - Fulltime - Permanent

Starting at \$72,800.00 annually/ Based on Experience & Education

Deadline to Apply: Friday, January 23rd, 2026 at 4:00PM

The Algonquins of Pikwakanaga First Nation (AOPFN) has an established Neyagada Wabandangaki ("Caretakers of the Land") Guardian Program (NWGP) focused on cultural revitalization and environmental stewardship across our territory. The NWGP will serve as a strategy for collaborative, long-term environmental monitoring and adaptive management related activities with a strong focus on upholding and protecting AOPFN values.

DUTIES AND RESPONSIBILITIES:

- Carrying out administrative duties including work planning, managing budgets, writing funding proposals, and reporting internally and externally.
- Identifying priority areas and values where monitoring will take place;
- Supporting the recruitment and training of Guardians to carry out monitoring activities;
- Facilitating communication between AOPFN leadership/staff/community members and project stakeholders/partners (e.g. proponents, federal funders, contractors);
- Collaborating and networking with other communities and industry partners;
- Maintaining relationships with Elders and Knowledge Keepers to ensure that activities and ceremonies are carried out in a culturally appropriate manner; and
- Provide direction, oversee, distribute and assign work to program support staff as needed.

For full Job Description please email hr@pikwakanagan.ca

REQUIREMENTS:

- Post-secondary degree/diploma related to environmental studies, business administration or public administration with a minimum of one year work experience in a related field, OR
- A combination of a secondary school diploma with a minimum of three years' work experience in the environmental field and/or related field, and

PHYSICAL REQUIREMENTS:

- Must meet physical and cognitive demands of the position: candidates may be required to undergo a pre-employment medical assessment or functional abilities medical evaluation to identify any limitations or restrictions, prevent and minimize health and safety risks and to demonstrate the level of the candidate's ability to travel to remote or isolated locations and perform work outdoors, in extreme weather during all seasons; physically demanding and moving, hiking long distances, packing heavy field equipment to remote sites; physically able to lift a minimum of 50lbs.

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 Operations Manager, Neyagada Wabandangaki

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.