AOPFN EMPLOYMENT OPPORTUNITY

Project Coordinator – Land Based Programs & Projects

Department: Consultation

Supervisor: Neyagada Wàbandàngakì Program Operations Manager
35 hr/week - Fulltime - 1 yr Contract - Possibility of Permanency
$51,122 - $58,686 annually/ Based on Experience & Education
Deadline to Apply: Friday, November 13th, 2026 at 4:00PM

The Project Coordinator will be responsible for the Algonquins of Pikwakanagan First Nation's project management of land based programs and projects as assigned, overseeing and monitoring project functions, reporting, and budgeting. The Project Coordinator will manage assigned projects and working groups and coordinate necessary administrative functions associated with working group activities; implement assigned 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. P**roject 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;
- Developing agendas, maintaining meeting records and supporting community engagement.
- Manage implementation of the working group projects;
- Development and implementation of funding agreements;

For full Job Description please email hr@pikwakanagan.ca

REQUIREMENETS:

- Post-secondary degree/diploma related to environmental studies, business administration or public administration with a minimum of 1 year work experience in a related field, OR
- A combination of a secondary school diploma with a minimum of 3 years' work experience in the environmental field and/or related field.

Working Conditions

- This field position requires working extensively under isolated conditions on the territory. The working conditions are rugged terrain and under sometimes extreme weather conditions that can change rapidly.

Physical Requirements

- The Guardian position is physically demanding, and will include travel in rough weather, hiking long distances on the territory, and moving and/or packing heavy field equipment to remote sites. Applicants must be in good physical health to carry out the job effectively without injury and 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, K0J 1X0

hr@pikwakanagan.ca
Subject Line: Project Coordinator – Land Based Programs & Projects
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.