



AOPFN EMPLOYMENT OPPORTUNITY

Project Coordinator

Department: Consultation

Supervisor: Manager, Consultation

35 hr/week - Fulltime - Permanent

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

Based on Experience & Education

Deadline to Apply: Friday, July 24th, 2026 at 4:00PM

The Project Coordinator will be the first point of contact for interests and issues concerning AOPFN employment for program related hiring, recruitment assistance procedures, assisting AOPFN prospective hires with tasks like resume writing, training plans, monitoring and reporting of progress toward hiring goals on the assigned projects. The Project Coordinator will be the first point of contact for interests and issues concerning Procurement and Business Development on the assigned projects. The Project Coordinator will be the first point of contact for processes in the Environmental Impact Assessment/ Regulatory review and permitting in regards to the assigned projects.

DUTIES AND RESPONSIBILITIES:

1. Service Delivery

- Coordinate the planning and implementation of AOPFN assigned projects .
- Perform administrative functions related to AOPFN assigned projects .
- Manage Environmental Impact Assessment and regulatory review processes on assigned projects.
- Manage and implement employment, procurement and business development provisions on assigned projects.
- Manage and develop community outreach on assigned projects (includes updating community on current projects, update website, etc.)

For full Job Description please email hr@pikwakanagan.ca

REQUIREMENTS:

- Post-secondary diploma or certificate in Office Administration/Business/Public Administration, Project Management or related field and a minimum of two years demonstrated work experience in facilitation, project management, developing and delivering programs, services and projects start to finish (preferably with a First Nation community and/or organization) OR;
- Secondary School Diploma with three (3) or more years demonstrated work experience in facilitation, project management, developing and delivering programs, services and projects start to finish (preferably with a First Nation community and/or organization) and experience in developing requests for proposals.

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 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.