



CHIPPEWAS OF KETTLE & STONY POINT FIRST NATION

EMPLOYMENT OPPORTUNITY

Project Coordinator – Four Winds (6 MONTH- SHORT-TERM)

PROGRAM AREA:	Economic Development – Four Winds
POSITION TITLE:	Project Coordinator
REPORTING PROTOCOL:	Reports to the Program Manager (PM) or designate

POSITION SUMMARY:

Under the direction of the Four Winds Community Employment Services Manager, the Project Coordinator performs a range of administrative duties and operates at a highly accountable level. The role is responsible to maintain accurate and up to date records, liaise with several different internal and external departments/ organizations.

The aim of the position is to work on two large projects and coordinate participation, ensure forms and applications are submitted in accordance with the guidelines and follow up with groups using a variety of contact methods.

NOTE: THIS POSITION IS FOR EI CLIENTS/EI REACHBACK CLIENTS OF THE FOUR WINDS COMMUNITY EMPLOYMENT SERVICES. IF YOU ARE INTERESTED IN APPLYING, YOU MUST BE A CLIENT OF FOUR WINDS.

EDUCATION/PROFESSIONAL REQUIREMENTS:

- Grade 12 or GED.
- Office administrative certificate, diploma or Post-Secondary certificate in Business Administration would be considered an asset.
- Project management training or related experiences managing a number of different projects at the same time.
- Minimum of 2 years' experience in related work field or related experience.
- Accounting and/ or the ability to analyze financial information with understanding toward a larger picture.
- Previous project management and multitasked skills desired
- Computer experience with Office 365 suit of application or equivalent.
- An understanding of AI (Artificial Intelligence) and how it is used in the current labour market or workplace, or a willingness to learn.
- Must be highly organized and able to prioritize tasks.
- Experience working in a First Nation Community would be considered an asset.
- Must have a valid driver's License and appropriate liability insurance.

SKILLSETS:

- Excellent organizational and time management skills.
- Ability to work effectively and productively with the community, other community organizations, agencies, government and other agencies outside the community.
- Knowledge of the First Nation business environment.
- Knowledge and understanding of office procedures and routines.
- Excellent oral and written communication skills and presentation skills.
- Leadership skills.
- Ability to assist with the preparation of reports.
- Knowledge of financial management skills.
- Computer literacy and application abilities.
- Ability to handle multiple responsibilities in a professional manner.
- Ability to work under minimal supervision and take initiative as required by the business area.

PREFERENTIAL HIRING REQUIREMENTS:

- KSPFN encourages all qualified individuals to apply. However, preference will be given to qualified First Nations people in accordance with KSPFN' General Principles of the Human Resource Management Policy, section 16 of the Canadian Human Rights Act, sub-section 24(1)(a) of the Ontario Human Rights Code, and section 7 of the Employment Equity Act. First Nations candidates who wish to qualify for preferential consideration can self-identify themselves in their cover letter.
- Successful applicant must provide a current CPIC and vulnerable sector background check upon hiring.
- Successful applicant must provide a copy of their Diploma and other related certificates.
- Applicants must consent to a full background check upon hiring.

PLEASE SUBMIT YOUR COVER LETTER AND
DETAILED RESUME **BY CLOSING DATE – March
27, 2026, AT 4:00PM**

TO: Chippewas of Kettle & Stony Point First Nation,
Enter on email of Subject line

ATTN: HR- Project Coordinator Economic Development – Four Winds

Email to: **hr.assistant@kettlepoint.org**

*A full Job Description is available: contact the HR assistant at hr.assistant@kettlepoint.org
Interviews will be scheduled shortly after the closing date.*

ONLY THOSE APPLICANTS WHO MEET THE QUALIFICATION STANDARDS AND REQUIREMENTS WILL BE INTERVIEWED. AN UPDATED CPIC AND A REFERENCE CHECK WILL BE REQUIRED FOR THE SUCCESSFUL CANDIDATE PRIOR TO FINAL CONFIRMATION OF EMPLOYMENT