



## **Job Posting: Community Engagement & Projects Coordinator**

### **Three Fires Group Consultation Office**

**Salary:** \$62,500 annually      **Hours:** 37.50 weekly

**Location:** B-7119 Lakeshore Rd Kettle and Stony Point FN, ON (with travel within the Nation as required)

**Employment Type:** Full-time, one-year Contract (with possibility of renewal based on funding and performance)

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### About the Role

The Three Fires Group Consultation Office is seeking a Community Engagement & Projects Coordinator to support community outreach, project coordination, and communications across the Nation and its community-owned enterprises. This role ensures community voices remain central in consultation processes while also strengthening awareness of Southwind-owned businesses such as the grocery store and gas station.

The ideal candidate is community-oriented, organized, and comfortable working across environmental, communications, and engagement-focused projects. This position reports jointly to the Director, Major Projects and IBAs (TFG) and the Operations Manager (Southwind).

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### Key Responsibilities

#### Community Engagement & Communications (60%)

- Lead communications and outreach to ensure clear, timely, and culturally appropriate messaging.
- Develop educational and engagement materials (print, digital, video, and in-person).
- Support planning, logistics, and delivery of consultation meetings, workshops, and community events.
- Manage and update the Three Fires Group website and online platforms.

#### Project Coordination (20%)

- Support coordination of archaeological and environmental monitoring programs.
- Assist project leads with scheduling, documentation, and administrative tasks.



### Southwind Business Communications (10%)

- Develop and implement communications strategies for Southwind-owned businesses.
- Create outreach materials and campaigns to strengthen community connection to these enterprises.

### Energy & Environmental Research (10%)

- Review and summarize environmental and technical materials (e.g., fisheries, aquatic assessments).
  - Prepare plain-language summaries, presentations, and outreach tools.
  - Assist in preparing consultation submissions and feedback to government and industry.
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## Qualifications

### Required

- Post-secondary education in Environmental Studies, Communications, Community Engagement, or a related field OR equivalent experience.
- Experience in community outreach, engagement, or communications—preferably within Indigenous communities.
- Ability to operate online platforms (websites, social media) respectfully and effectively.
- Strong written and verbal communication skills, with the ability to translate complex information into accessible language.
- Proficiency with digital communication tools and design software.
- Strong organizational skills and ability to manage multiple priorities.

### Assets (Good to Have)

These are beneficial but not mandatory:

- Knowledge of environmental issues, including fisheries and aquatic systems.
  - Experience reviewing technical or environmental reports.
  - Familiarity with Indigenous rights, perspectives, and duty-to-consult processes.
  - Experience working with Indigenous Nations or community-owned enterprises.
  - Website design or content management experience beyond basic updates.
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## Personal Attributes

- Strong interpersonal skills and ability to build trust.
- Culturally grounded, respectful, and community-oriented.
- Creative and innovative in communication approaches.
- Eager to support capacity-building within the Nation.

## Timeline & Application Deadline

**Posting Date:** April 23, 2026

**Application Deadline:** May 21, 2026, at 11:59 PM EST

**Anticipated Start Date:** June 15, 2026,

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## How to Apply

Please submit the following:

- A cover letter outlining your interest and relevant experience.
- A current résumé
- (Optional) Samples of communications or engagement materials you have created.

Send applications to:

[Jessica.Wakefield@threefires.com](mailto:Jessica.Wakefield@threefires.com)

Subject line: *Community Engagement & Projects Coordinator – Application*