SERPENT RIVER FIRST NATION

195 Village Road Telephone: (705) 844-2418

Cutler ON, P0P 1B0

***EMPLOYMENT OPPORTUNITY***

***Full time***

***Project Engagement Coordinator***

***Hourly rate*** : *$27.80*

# PURPOSE AND SCOPE:

# The Project Engagement Coordinator shall assume a lead role in protecting cultural heritage, coordinating engagement activities, and ensuring that Serpent River First Nation (SRFN)’s values and interests are respected throughout the Waasmoowin Energy Project. This position combines community engagement and cultural monitoring functions, requiring participation in archaeological fieldwork, monitoring ground-disturbing activities, and coordinating communication between SRFN, Hydro One, community members, and project partners. In support of SRFN’s goal of providing quality management, the position shall continuously strive to improve engagement processes, strengthen stewardship responsibilities, and work cooperatively with other departments to provide quality service to its Citizens.

# Position Duties

* Lead and support day-to-day community engagement activities related to the Waasmoowin Energy Project.
* Share project information with SRFN leadership and members.
* Collect and communicate community concerns to Hydro One.
* Support contracting and employment opportunities for SRFN members.
* Participate in archaeological field activities (surveys, test pitting, excavation, site recording).
* Monitor ground-disturbing activities and ensure cultural protocols are respected in the event of discoveries.
* Maintain accurate records, reports, and field notes.
* Organize and participate in meetings with community representatives.
* Attend field or worksite visits as agreed upon.
* Meet regularly with Hydro One representatives and respond to information requests.
* Assist with implementing, managing, and administering the SRFN–Hydro One Agreement.
* Other related duties as assigned by the Director of Operations.

# Qualifications

* Priority given to those who are members of Serpent River First Nation or designated by the Nation.
* Knowledge of SRFN’s cultural values, history, and geography.
* Familiarity with Anishinaabe cultural protocols, especially regarding sacred sites and ancestral remains.
* Strong communication, facilitation, and relationship-building skills.
* Strong organizational, observational, and reporting skills.
* Developed interpersonal skills and ability to work with management and staff effectively
* Excellent oral and written communication skills.
* Proficiency with Excel, computer software and office equipment

Ability to work as a team in a fast-paced environment

* Willingness and ability to work outdoors in variable conditions.
* Previous experience in archaeology, field monitoring, or community engagement (asset).
* Valid Ontario Class ‘G’ Driver’s License and reliable transportation.
* Proficiency with Microsoft Office and basic administrative skills.
* Must provide a clear CPIC.
* Knowledge of the 7 Grandfather Teachings.

Interested applicants **MUST** submit a cover letter, resume, and three references from a direct supervisor/manager or 2 recent employment references from a direct supervisor/manager Attn: Human Resources

195 Village Road, Cutler Ontario, P0P 1B0 Fax: 705-844-2757

Email: hr.jobs[@serpentriverfn.com](mailto:finance.clerk1@serpentriverfn.com) By: September 19, 2025

*Late or incomplete applications will not be considered. We appreciate your interest, however, only those selected for an interview will be contacted.*

*Preference will be given to Indigenous applicants.*

*\*Detailed Job Description is available upon request*