

SERPENT RIVER FIRST NATION

195 Village Road
Cutler ON, P0P 1B0



Telephone: (705) 844-2418

EMPLOYMENT OPPORTUNITY

Nisoonag Project Manager

Full-Time Contract until March 31, 2027

The Nisoonag Project Manager will provide direct leadership to the existing team for the project “Bringing Home Our Children”, Girls & Boys Indian Residential Schools in Spanish Ontario, unmarked burials. The Project Manager will ensure project milestones are achieved for funding partners while also following the direction of Survivors participating in the project. The Project Manager will be responsible for managing multiple deliverables in tandem and managing competing tasks. The Project Manager will need to expediate certain project deliverables while driving funders and community expectations.

DUTIES:

- Preparing budgets, proposals, and scope of work documents in collaboration with the Director of Education and Director of Operations
- Preparation of funding reports (interim and final) for all funders
- Maintenance of Project Charters at the commencement of a project, with associated updates to scope, budget, communication, risks and other sections as project needs evolve
- Managing a team of staff, including;
 - The delegation of tasks and responsibilities to fulfill project requirements and deliver project deliverables
 - Monitoring team workload and workplan coordination
 - Calling and chairing meetings to coordinate with technical staff and external partners
- Monitoring project progress, schedule, resources, and finances, to ensure project is delivered on time, within scope, and within budget. The Project Manager will work to anticipate deviations from the above and work with the Director of Education to establish contingencies and alternatives as needed.
- Liaise with other Lead Communities and research projects, provincially and federally
- Implementing relevant policies and procedures, and ensuring adherence within the team

QUALIFICATIONS:

- College diploma or university degree in the field of business and/or project management; or strong demonstrated experience in relevant/similar project coordination
- Demonstrated leadership experience

- Strong understanding of the history and current impacts of Canada’s Residential School system
- Ability to share knowledge of current First Nation community projects in relation to unmarked burials research considered an asset
- Willing and able to travel for community outreach, conferences, larger team meetings, etc.
- Digital proficiency (Microsoft, DropBox, Shared Drives, etc.)
- Established relationships with the project participants considered an asset
- Effective interpersonal skills and relationship-building skills.
- Ability to fast-track deliverables while maintaining project integrity
- Strong written and oral communication skills with emphasis on clear, consistent and articulated messaging
- Analytical and problem-solving abilities, with keen attention to detail.
- Self-motivated and directed, with the ability to effectively prioritize and execute tasks in a high-pressure environment.
- Experience working in a team-oriented, collaborative environment.
- Valid Ontario Class 'G' Driver's License
- Knowledge of Anishinaabe culture, including but not limited to knowledge of the 7 grandfather teachings and Anishinaabemowin

Don't meet every qualification?

If you are excited about this position and meet most, but not all, of the listed qualifications, please still consider applying. We recognize that no one person might have every qualification in this job, and you just might be the right candidate!

Qualified Serpent River First Nation members or Indigenous applicants will be given priority consideration.

Interested applicants **MUST** submit a cover letter, resume, and three references from a direct supervisor/manager

Attn: Human Resources- Nisoonag Project Manager
 195 Village Road, Cutler Ontario, P0P 1B0
 Email: hr.jobs@serpentriverfn.com
 By: February 18, 2026 by 4:00 pm

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