

SERPENT RIVER FIRST NATION

195 Village Road
Cutler ON, P0P 1B0



Telephone: (705) 844-2418

EMPLOYMENT OPPORTUNITY

Project Engagement Coordinator

Full-Time Position

The Project Engagement Coordinator is a representative of Serpent River First Nation (SRFN) responsible for protecting cultural heritage, coordinating engagement activities, and ensuring that SRFN's values and interests are respected throughout the specified project.

This position combines community engagement and cultural monitoring functions, requiring active participation in archaeological fieldwork during designated times, monitoring ground-disturbing activities, and coordinating communication between Serpent River First Nation, specified projects, community members, and project partners. The role is a critical expression of Serpent River First Nation's inherent rights and stewardship responsibilities, ensuring that development proceeds in a manner consistent with Anishinaabe law, values, and protocols

DUTIES:

- Lead day-to-day engagement activities related to the specified project.
- Coordinate and support specific engagement activities for SRFN community members.
- Collaborate with community partners to share project information with SRFN leadership and the community.
- Collect community comments, issues, and concerns, and communicate them to appropriate entities.
- Develop and maintain collaborative relationships with community partners to ensure timely and accurate information flow.
- Follow up with appropriate entities on information requests from SRFN leadership and members.
- Organize and participate in meetings with community representatives.
- Attend field or worksite visits as agreed upon.
- Meet at least monthly with specified project key contact person.
- Respond to specified project on information requests.
- Assist with implementing, managing, and administering the Serpent River First Nation– specified project agreement.
- Participate in archaeological field activities such as pedestrian surveys, test pitting, excavation, and site recording alongside licensed archaeologists.
- Ensure appropriate cultural protocols are followed in the event of a discovery, including site protection, reporting, and mitigation strategies.

QUALIFICATIONS/EXPERIENCE:

- Must be a member of Serpent River First Nation or designated by the Nation to act in this capacity.
- Knowledge of Serpent River First Nation's cultural values, history, and geography.
- Familiarity with Anishinaabe cultural protocols, especially around sacred sites and ancestral remains.
- Strong communication and facilitation skills.

- Ability to build positive relationships with community members, consultants, and external partners.
- Willingness and ability to work outdoors in variable weather and terrain conditions.
- Strong organizational, observational, and reporting skills.
- Previous experience in archaeology, field monitoring, or community engagement.

WORK SITE LOCATION:

- Office: Serpent River First Nation Administration Office (for reporting, engagement preparation, and administrative duties).
- Field: Project sites within Serpent River First Nation's traditional territory, including remote or rugged areas, for monitoring and engagement activities.

WORKING CONDITIONS:

- The role is split between office-based duties (report writing, engagement preparation, administrative tasks) and fieldwork (monitoring, site visits, and archaeological activities).
- Fieldwork may take place in remote or rugged areas and in variable weather conditions.
- Work hours will depend on construction schedules, archaeological activities, and engagement needs, and may include evenings or weekends.
- Travel and overnight stays may be required.
- Field Monitors/Coordinators are expected to follow all safety protocols and use personal protective equipment (PPE) as required.
- Knowledge of Ojibway culture
- Knowledge of the 7 grandfather teachings

Other Requirements:

- Valid driver's license with a clear driver's abstract and reliable transportation.
- Clear Vulnerable Sector Check.
- CPR/First Aid and other relevant certifications (or willingness to obtain).

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 – Project Engagement Coordinator
195 Village Road, Cutler Ontario, P0P 1B0
Email: hr.jobs@serpentrivernfn.com
By: May 8, 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