



SHEGUIANDAH FIRST NATION
JOB POSTING

POSITION	Climate & Food Systems Program Assistant
LOCATION	Sheguiandah First Nation - Administration Office
ACCOUNTABILITY	Climate & Food Systems Coordinator/Director of Operations
EMPLOYMENT STATUS	
HOURS OF WORK	Administration Hours (8:30am-4:30pm)
PREFERENCE	Person of Indigenous decedent/Sheguiandah First Nation Band Member
COMPENSATION	\$18.00 Per Hour
TENTATIVE START DATE	ASAP

Position Summary

The Climate & Food Systems Program Assistant supports the delivery of climate-health and food forest initiatives through hands-on program assistance, community engagement, and administrative support. This role assists in implementing land-based activities, maintaining the food forest site, and supporting education and outreach efforts.

Essential Functions

- Assist with implementation of climate-health and food forest programs.
- Support site preparation, planting, harvesting, and maintenance activities.
- Help monitor plant health, soil conditions, and environmental changes.
- Assist with workshops, community events, and land-based learning activities.
- Support engagement with youth, Elders, and community members.
- Help promote programs and participation.
- Collect program data (e.g., participation, plant growth, site observations).
- Assist with record keeping, documentation, and reporting.
- Support evaluation activities.
- Assist with scheduling, logistics, and supply coordination.
- Maintain tools, equipment, and materials.
- Support safe work practices and compliance requirements.
- Support sustainable land practices and food handling protocols.
- Assist in maintaining a safe and respectful land-based learning environment.
- Additional duties as assigned.

Qualifications

- Experience in community programming, outdoor work, or environmental initiatives is an asset.
- Interest in climate change, food systems, and/or Indigenous knowledge.
- Ability to work outdoors in varying conditions.
- Strong teamwork and communication skills.
- Valid Ontario Driver's Licence (preferred).
- First Aid & CPR certification (or willingness to obtain).
- Ability to travel as required.
- Knowledge of Sheguiandah First Nation programs is an asset.
- Must provide a current Vulnerable Sector Check (VSC).

Vulnerable Sector Check (VSC) Rationale: Sheguiandah First Nation is in a position of trust to its band members and is committed to providing a safe and secure work environment. Individuals employed are required to have a clear record of any charges and convictions relating to any abuse, assault, neglect and theft and any alcohol and/or drug related offences as these individuals may word directly or indirectly with vulnerable clients. The VSC must be current (30 days) and the original document.

Interested applicants must submit cover letter, resume, three (3) current references and education certifications to:



SHEGUIANDAH FIRST NATION JOB POSTING

Confidential: Climate & Food Systems Program Assistant

c/o Human Resources

reception@sheguiandahfn.ca

142 Ogemah Miikan, Sheguiandah, ON P0P 1W0

Phone: (705) 368-2781 Fax: (705) 368-3697

For a job description, please contact hrassistant@sheguiandahfn.ca or by calling (705) 368-2781. Miigwetch to all applicants for their interest, but only those selected for an interview will be contacted.