



SHEGUIANDAH FIRST NATION JOB POSTING

POSITION	Workplace Initiative Project Lead
LOCATION	Sheguiandah First Nation - Administration Office
ACCOUNTABILITY	Director of Operations
EMPLOYMENT STATUS	Term Contract
HOURS OF WORK	Regular Office Hours (8:30-4:30pm) Some weekends and flexible after-hours may be required
PREFERENCES	Person of Indigenous descent/ Sheguiandah First Nation Band Member
COMPENSATION	\$30.00 Per Hour
TENTATIVE START DATE	ASAP - (End date: January 5, 2027)

Position Summary

The Workplace Initiative Project Lead is responsible for planning, implementing, and evaluating a grant-funded workplace initiative designed to enhance organizational culture, employee wellbeing, and/or workplace practices. This role leads the execution of a seed-funded pilot project, ensuring activities are delivered on time, outcomes are measured, and reporting requirements are met.

The Project Lead works collaboratively with internal teams, external partners, and stakeholders to support meaningful organizational change and build a foundation for future program growth.

Key Responsibilities

- Lead the planning and delivery of the workplace initiative in alignment with grant objectives.
- Develop and manage project timelines, milestones, and deliverables.
- Coordinate logistics for workshops, training sessions, or program activities.
- Identify and address potential challenges, barriers, and opportunities.
- Support the design and refinement of workplace initiatives (e.g., training, awareness programs, or organizational practices)
- Ensure content and delivery align with organizational goals and employee needs.
- Adapt programming based on feedback and emerging needs.
- Serve as the primary point of contact for internal staff, leadership, and external partners.
- Build and maintain relationships with community organizations, facilitators, or consultants.
- Facilitate meetings, presentations, and engagement sessions.
- Develop and implement tools to measure program outcomes and impact.
- Collect and analyze feedback, participation data, and performance indicators.
- Prepare progress reports, final reports, and presentations for funders and leadership.
- Ensure all activities align with grant requirements and funding guidelines.
- Track deliverables and maintain accurate records of project activities.
- Support financial tracking in collaboration with finance staff.
- Communicate project updates, successes, and lessons learned.
- Contribute to internal reports and knowledge-sharing initiatives.



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- Support future funding opportunities by documenting outcomes and best practices.
- Perform other related duties as assigned to support the success of the project and organizational priorities.

Qualifications:

- Certificate in Human Resources, Organizational Development, Social Sciences, Public Administration, or a related field.
- Work experience in Human Resources, training, employee engagement, or organizational development is an asset.
- Experience in project coordination, program delivery, or workplace initiatives.
- Interest in housing, community development, or working in First Nation administration.
- Valid Ontario Class "G" Driver's Licence and access to a reliable vehicle.
- Current First Aid and CPR certification, or willingness to obtain.
- Knowledge of the Sheguiandah First Nation organization and programs.
- Ability to prioritize tasks with minimum supervision.
- Professional, responsive and positive work attitude.

Criminal Reference Check (CRC) 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 changes and convictions relating to any abuse, assault, neglect and theft and any alcohol and/or drug related offences as these individuals may work directly or indirectly with vulnerable clients. The CRC must be current (30 days) and the original document.

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

Confidential: Workplace Initiative Project Lead

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.