SHEGUIANDAH FIRST NATION
JOB POSTING

Position:	**First Nation Approval Process (FNAP) Coordinator**
Location:	**Administration Office**
Accountability:	**Director of Operations**
Employment Status:	**Term Full-Time**
Hours of Work:	**Administration Hours (8:30am-4:30pm)**
Preferences:	**Person of Indigenous decent/Sheguiandah First Nation Band Member**
Starting Salary:	**$50,000.00 Per Annum**
Tentative Start Date:	**ASAP**

Position Summary

Under the direction of the Director of Operations and Chief and Council, the First Nation Approval Process (FNAP) Coordinator is responsible for planning, coordinating, and implementing all activities associated with the First Nation Approval Process (FNAP) related to the Anishinabek Nation Governance Agreement (ANGA). The FNAP Coordinator will ensure community members receive accurate, accessible, and timely information, while facilitating meaningful community engagement and maintaining readiness for the approval process. The position requires strong organizational, communication, and project management skills to support informed community decision-making.

Duties and Responsibilities

- Develop and implement FNAP work plans, timelines, and engagement strategies.
- Coordinate and support community information sessions, workshops, open houses, and engagement activities.
- Prepare and distribute communication materials, including newsletters, fact sheets, presentations, notices, and social media content.
- Liaise with Chief and Council, Director of Operations, administration, legal advisors, governance representatives, consultants, and community members.
- Ensure community members have access to relevant information regarding the FNAP process and governance initiatives.
- Maintain accurate records of engagement activities, meetings, correspondence, and project documentation.
- Coordinate logistics for meetings, events, community consultations, and voting-related activities.
- Monitor project progress and prepare reports for Chief and Council, Director of Operations, and funding agencies.
- Respond to inquiries from community members regarding the approval process.
- Support outreach initiatives for off-reserve members and other stakeholder groups.
- Assist with budgeting, reporting, and administrative requirements associated with FNAP funding agreements.
- Ensure all activities are conducted in accordance with applicable policies, procedures, and governance requirements.
- Handle confidential information with professionalism and discretion.
- Perform other related duties as assigned.

Qualifications

- Post-secondary diploma in Indigenous Governance, Public Administration, Community Development, Communications, Political Science, or a related field; or an equivalent combination of education, training, and experience.
- Minimum three (3) years' experience in project coordination, community engagement, administration, governance, or related fields.
- Knowledge and understanding of First Nation governance structures and community engagement processes.
- Excellent verbal, written, interpersonal, and presentation skills.
- Strong organizational and time-management abilities with attention to detail.
- Ability to facilitate discussions and engage respectfully with diverse community members.

- Demonstrated ability to work independently while managing multiple priorities and deadlines.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, Teams) and social media platforms.
- Experience developing reports, presentations, and communication materials.
- Knowledge of the Anishinabek Nation Governance Agreement and governance initiatives is considered an asset.
- Ability to maintain strict confidentiality and exercise sound judgment.
- Ability to travel and work occasional evenings and weekends to support community engagement activities.
- Valid Ontario Class "G" Driver's Licence and access to a reliable vehicle.
- Vulnerable Sector Screening Check requirement (must be current 30 days and must be an original or certified copy).

Vulnerable Sector Screening Check (VSS) 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 word directly or indirectly with vulnerable clients. The VSS 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: First Nation Approval (FNAP) Coordinator
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.