



Employment Opportunity

Special Projects Coordinator

Department: Community Infrastructure
Posting Date: January 16, 2026
Location: Nipissing First Nation, ON
Schedule: Full Time
Job type: Permanent
Vacancies: One (1)
Reports To: Director, Infrastructure and Planning, Public Works
Position Salary Range: \$60,005.40-\$80,753.40

Nipissing First Nation is seeking an organized and dependable professional to fill the role of Special Projects Coordinator.

The ideal candidate provides senior-level technical support for capital projects, assisting with documentation, budget and timeline tracking, and coordination of project activities. Working closely with the Project Manager and Director, you will liaise with internal and external stakeholders & help ensure projects meet required standards & compliance expectations. A strong attention to detail, professionalism & respect for community priorities are essential.

What You'll Do in the Role

- Provide senior level technical support for capital project planning, execution, and reporting.
 - Assist in the preparation and management of project documentation, including contracts, schedules, budgets, and reports.
 - Monitor project timelines and deliverables, ensuring alignment with NFN's requirements.
 - Attend meetings and site visits in support of capital projects.
 - Track expenditures and assist with financial reporting and budget reconciliation.
 - Liaise with contractors, consultants and other departments to facilitate project progress.
 - Ensure compliance with procurement policies and procedures as well as regulatory requirements.
 - Maintain organized records and databases related to capital projects.
 - Support risk management and issue resolution processes
 - Coordinate meetings, prepare agendas, and document minutes and action items.
 - Provide back-up support to the Program Assistant, Public Works, as directed by the Director, Community Infrastructure and Planning and the Special Projects Manager.
 - Performs other related duties as may reasonably be required by Director, Community Infrastructure and Planning.
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Reasons to Join Nipissing First Nation

At NFN, we don't just offer a job, we offer a purpose-filled career in service to our community. Our workplace is one where learning is encouraged, growth is supported, and our culture is celebrated.

- ✓ Work with a passionate team rooted in community values
- ✓ Be part of an inclusive, supportive work culture
- ✓ Competitive salary and defined contribution pension plan
- ✓ Comprehensive benefits package – medical, dental, vision, life, and disability
- ✓ Business Casual dress and modern workplace practices
- ✓ Training, mentorship, and ongoing development opportunities

Vacation Time:

Start with three (3) weeks of vacation, plus enjoy a two (2) week paid office closure over the December holiday season – giving you time to rest, reset, and reconnect.

Additional Leave:

We offer better-than-average leave benefits to support your health, wellness, and work-life balance.

What You Bring to the Table

- Must have a Diploma in Civil Engineering Technology or equivalent
- Must have 3 years working experience in capital projects/construction management
- A diploma in Project Management is preferred
- Strong negotiation and excellent communication skills
- Familiarity with capital budgeting
- Knowledge of contract law and vendor management best practices
- Strong negotiation and excellent communication skills.
- Knowledge of contract law and vendor management best practices.
- Strong understanding of project lifecycle and administrative processes for capital projects.
- Ability to analyze data and make informed decisions.
- Familiarity with ERP systems (Sage 300).
- Strong organizational and multitasking abilities.

Application Deadlines and How to Apply

Nipissing First Nation follows a structured and fair hiring process. Please identify your eligibility clearly in your application.



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Round 1 – Closing January 30, 2026

Only open to registered Nipissing First Nation members.

(Round 1 applicants will be considered at this stage.)

Round 2 – Closing February 6, 2026,

Only open to spouses and children of registered NFN members and registered members of other First Nations.

(Round 2 applicants will be considered at this stage.)

Round 3 – Closing February 13, 2026,

Open to all applicants (status and non-status).

Posting will remain open until the position is filled.

If you are excited by this opportunity and want to make a meaningful impact with Nipissing First Nation, please submit your **cover letter and resume** to:

✉ resumes@nfn.ca

⌚ Deadline: 4:30 p.m. on the date assigned to your eligibility round

► Are You a Member of NFN?

Nipissing First Nation is deeply committed to the training, development, and employment of our members. We strongly encourage NFN members to apply, even if you don't meet every qualification. Your lived experience matters, and we consider all aspects of your background in the hiring process.

As per Section 24(1)(a) of the *Ontario Human Rights Code*, preference will be given to First Nation applicants.

Miigwech to all applicants for your interest.

Only those selected for an interview will be contacted.