



Aamjiwnaang First Nation

EMPLOYMENT OPPORTUNITY

Position Title: Industry Agreements Officer

Location: Sarnia, ON

Duration: Permanent

Posting Closes/Deadline: February 20th, 2026

Tentative Interview Date(s): February 25th-26th, 2026

Scope of the Position

The Industry Agreements Officer is responsible for providing comprehensive administrative and organizational support to all pipeline and all related funding agreements. The Industry Agreements Officer is responsible for performing a variety of administrative duties, including but not limited to oversight and maintenance of agreements, processes, other documents, correspondence, and any related activities, as established by the Manager of Development.

Responsibilities

- Serve as the primary point of contact between the organization, community members, and industry partners to facilitate communication, resolve issues, and promote collaborative relationships as it relates to pipelines and related funding agreements.
- Oversee the administration of locatee payments, ensuring timely and accurate disbursement in accordance with agreement terms and community protocols.
- Manage and monitor industry-related funding agreements, including tracking deliverables, reporting requirements, and financial compliance.
- Lead and facilitate meetings, ensuring alignment with strategic goals, accountability, and effective coordination among stakeholders.
- Ensure all agreements are implemented in accordance with applicable laws, regulations, and organizational policies. Conduct regular reviews and audits to assess compliance and recommend corrective actions as needed.
- Maintain accurate records of agreements, payments, and communications. Prepare reports for leadership, community members, and external partners as required.
- Contribute to the development and refinement of internal policies and procedures related to agreement management and funding oversight.
- Promote a positive image of the development department to the public

Minimum Requirements

- Certificate/diploma in public administration, governance, policy and risk management or equivalent area of study/experience
- Minimum of 3 years of experience providing administrative and coordination support to facilitate agreements and decision-making processes.
- Proven experience and ability to prepare policy and law-related documents in a timely manner
- Prior experience in developing and/or managing First Nation-related partnerships
- Experience (work or lived) in First Nations, understanding the needs, challenges, and political environment is an asset

A valid driver's license and access to a vehicle

Knowledge, Skills, and Abilities

- Working knowledge in departmental area of discipline
- Knowledge of First Nations development initiatives/services and how that impacts the AFN community
- Knowledge of First Nations bylaws, politics and specific issues related to development
- Knowledge of and ability to apply core First Nations values to deliver culturally appropriate services
- Able to support the vision, purpose, and values of AFN
- Sensitivity and respect for Indigenous issues
- Knowledge of relevant legislation and regulations related to agreements and development
- Public relations skills, including an appreciation of the need for tact, and a positive, cheerful, and informed approach with the public
- Able to maintain networks and relationships both inside and outside of the organization with relevant organizations and community partners
- Able to work independently and to perform well with minimal supervision
- Able to communicate effectively using oral, written, visual and non-verbal communication skills
- Able to learn quickly and to leverage change as opportunities for success
- Organizational, analytical and objective with a critical eye for detail
- Able to work collaboratively, think critically with a focus on solutions
- Proficient in associated software, programs, etc.

Personal Attributes

- Maintain confidential information, from time to time, in performing the duties of this position
- Demonstrate integrity and credibility and the ability to represent AFN with professional competence
- Interest in First Nation well-being, home and community care, and community

Other Considerations

In accordance with Section 16 Special Programs of the Canadian Human Rights Act, preference will be given to Aamjiwnaang Band Members with relevant education/experience (R.S.C 1985, c. H-6, s16 (1-3).

Preference may be given to First Nation candidates with relevant on reserve employment and/or those with knowledge and understanding of Aamjiwnaang and history and community.

Application Process

If you are interested in this opportunity, kindly forward your resume and cover letter via mail, email, or fax to:

Aamjiwnaang First Nation
978 Tashmoo Avenue
Sarnia, ON
N7T 7H5
Attention: Ashley Fisher, Human Resources Officer
Or
humanresource@aamjiwnaang.ca
Or
519-336-0382 fax

For more information, check us out online at www.aamjiwnaang.ca