



Aamjiwnaang First Nation

EMPLOYMENT OPPORTUNITY

Position Title: Special Projects Liaison Worker

Location: Sarnia, ON

Duration: Permanent

Posting Closes/Deadline: December 10th, 2025

Tentative Interview Dates: December 16th-17th, 2025

Overview of the Position

The Special Projects Liaison Worker, reporting to the Economic Development Coordinator, leads special projects and actively contributes to community economic initiatives. This role fosters strategic partnerships with government entities, employment agencies, unions, and private sector businesses to enhance business and employment opportunities for community members. This position involves implementing and administering the Business Licensing Policy, implementing and updating specified areas of Aamjiwnaang's procurement strategy, and promoting/providing community entrepreneur development.

Responsibilities

Primary Duties:

- Oversee the planning, implementation, execution and evaluation of special projects i.e.: Gwetaandaawe Market, Annual Apprenticeship Union Trades Fair, Maajiigin Gumig Greenhouse.
- Assist with the implementation and administration of Aamjiwnaang's business license policy.
- Implementing and updating specified areas of Aamjiwnaang's Procurement Strategy to advise AFN's Joint Ventures and Band Owned businesses on procurement opportunities; develop the required standard key performance indicator forms to be used for reporting.
- Identify and facilitate appropriate training programs based on the needs of Aamjiwnaang's Joint Ventures and Band owned businesses and measure the program's key performance indicators (KPI's).
- Establish and maintain working relationships with community departments, First Nation organizations, government agencies, private sector, and unions to promote training programs.
- Identify, facilitate and lead appropriate adult/youth entrepreneurial development programs.
- Research and assist in the preparation of funding applications for development and training programs.

Secondary Duties:

- Assist in the updating and implementation of the SFNS Regional Economic Leakage Study Strategy
- Responsible for all records, ensuring files are updated and maintained for each project
- Responsible monitoring special project expenditures of actual or potential variances
- Prepare monthly and quarterly project reports
- Assist in preparation of the department's annual budget and workplan
- Draft and type routine correspondence as required
- Prepare special projects for funding recommendations for approval
- Advertise and receive funding applications for special projects and training requests
- Maintain Aamjiwnaang's Business list
- Attend Development Committee meetings as required; and/or meetings

Other:

- Operate in accordance with Aamjiwnaang's policies and procedures
- Other duties as assigned.

Minimum Requirements

- Post-Secondary certificate in Business Administration, Community Development, Public Administration, or Economic Development preferred
- Two years of experience in community development, workforce development, or economic development sectors, including substantial involvement with First Nation organizations, public administration, non-profit sectors, or project management.

Knowledge, Skills, and Abilities

- Excellent verbal, presentation and listening skills
- Working knowledge and experience with computer publishing, presentation software programs and accounting, spreadsheets and MS Work and Excel
- Understanding of establishing partnerships with local employment agencies, unions and agencies that are specific to dealing with employment needs of the local labour market
- Work independently, with team framework in variety of social settings
- Establish and maintain collaborative working relationships and lead training initiatives
- Ability to facilitate small group discussions
- Project management knowledge, business planning and marketing skills
- Familiarity with Federal government funding process

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)).

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