



Aamjiwnaang First Nation

EMPLOYMENT OPPORTUNITY

Position Title: Transportation Planner

Location: Sarnia, ON

Duration: Permanent, Full-Time

Posting Closes/Deadline: December 10th, 2025

Tentative Interview Dates: December 17th, 2025

Position Summary

The Transportation Coordinator is responsible for managing all vehicles and transportation and overseeing the transportation needs for the First Nation. They oversee scheduling vehicles for all departments (including our various vans and buses). They will ensure safe, efficient and economical transportation of students and community members to all destinations. This position reports to the Manager of Community Services.

Responsibilities

- Establish all regular bus routes, schedules and stops. Develop route maps for drivers, schools, etc. as appropriate
- Coordinate student transportation activities with school officials, department heads and any other groups.
- Arrange for special transportation for all special need circumstances
- Keep up-to-date records on all vehicles
- Schedule drivers for vehicles in order to meet community needs
- Schedule and coordinate maintenance with Public Works
- Enter timecard information for all drivers bi-weekly

Knowledge, Skills, and Abilities

- Working knowledge in departmental area of discipline
- Able to support the vision, purpose, and values of AFN
- Sensitivity and respect for Indigenous issues
- 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 adapt to priorities
- Organized with a critical eye for detail
- Able to work collaboratively
- Proficient in associated software, programs, etc.

Minimum Requirements

- Certificate / diploma in administration or equivalent area of study/experience
- Minimum of 1 year of experience in administrative support services
- 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

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