



Aamjiwnaang First Nation

EMPLOYMENT OPPORTUNITY

Position Title: Community Services Coordinator

Location: Sarnia, ON

Duration: Permanent, Full-Time

Posting Closes/Deadline: May 13th, 2026

Tentative Interview Date(s): May 21st, 2026

Position Summary

Reporting to Manager of Community Services, the Community Services Coordinator will manage and direct the social, recreational, and community services and programs of Aamjiwnaang First Nation, within the administrative policies and procedures established by the Director of Operations.

Responsibilities

1. Administration
 - Responsible to the Manager of Community Services for the effective and efficient administration of the social, recreational, and community services and programs of Aamjiwnaang First Nation
 - Assists in the preparation of current and capital budgets in support of the delivery of those programs and services
 - Assists in the development of applications for grant and funding programs
 - Administers the approved current budget for Community Services Programs within administrative guidelines; monitors and reports on budget implementation; recommends approval of accounts payable, prepares purchase requisitions; approves timecards for Community Services staff; develops and maintains documentation for respective funding agencies and submits same to the Finance department for processing
 - Manages and directs the employees of the Community Services Department, consistent with the policies and administrative processes of Aamjiwnaang First Nation; evaluates employee performance
 - Researches and prepares statistical, financial, policy, and other reports as required by the Manager of Community Services
 - Ensures strict adherence to occupational Health and Safety procedures within the department
 - Attends appropriate committee meetings and meetings of Council as required by the Manager of Community Services
2. Social and Community Services Programs
 - Responsible to the Manager of Community Services for the effective and efficient management and direction of the social, recreational, and community services programs of Aamjiwnaang First Nation
 - Provides leadership in the identification, adoption, and promotion of programs and services to enhance the well being of the people of Aamjiwnaang First Nation
 - Supervises and directs the operation of Community Centre facilities and programs
3. Other duties as assigned

Knowledge, Skills, and Abilities

- Financial management and generally accepted accounting principles
- Budgeting
- Program evaluation
- Team leadership and management skills
- Decision making skills

- Effective verbal and listening communication skills
- Computer skills including the ability to operate spreadsheet and word processing programs at a highly efficient level
- Research and program development skills
- Stress management skills
- Time management skills

Minimum Requirements

- Post-secondary Education in related field (Social Services, Public or Business Administration, etc.) or relevant experience
- Exceptional technical ability using Microsoft Office (Word, Excel, PowerPoint)
- Excellent interpersonal, communication (written and verbal), customer service, organizational, analytical, problem solving and research skills, ethics and cultural awareness

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 with subject line: JOB APPLICATION – COMMUNITY SERVICES
COORDINATOR

Or
519-336-0382 fax

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