

# Employment Opportunities



**Position:** Project Coordinator  
**Service Area:** Director of Government and Industry Relations  
**Location:** Siksika Nation Tribal Administration  
**Salary:** Based on Education and Experience  
**Date Posted:** May 7, 2024  
**Closing Date:** May 21, 2024  
**Competition Number:** DGIRPC-01-05-07-24

## POSITION SUMMARY:

To oversee, develop and implement the delivery of projects that come from management, and coordinate the various needs of the project ensuring it adheres to deadlines and budgets. The Project Navigator will oversee project budgets, create the phases for the projects, report on the project proceedings, and coordinate amongst leadership and management meetings with the various players for each project. The Project Coordinator will play a key role in advancing a variety of projects and initiatives that are of strategic importance for the Siksika Economic Development Office, Siksika Leadership and/or Siksika Tribal Administration.

## DUTIES & RESPONSIBILITIES: *Duties include but are not limited to:*

- Team organization through delegation of tasks and conducting regular meetings with team members to monitor status of projects and reporting to upper management on the progress of the project.
- Potential supervision of project team members and monitoring of outside contractors and vendors in relation to the project.
- Reporting to the upper management on the progress of projects and responsible for the collection of all necessary data and reporting on each step in the project. Documentation may include budgets and projected budgets for the project including the cost of outside contractors and services.

## MINIMUM QUALIFICATIONS:

### Required Knowledge, Skills, and Abilities

- Organizational skills to facilitate multiple projects that are accurate and thorough, sometimes of a complex nature or involving competing priorities.
- Knowledge of project management principles.
- In-depth knowledge of best practices for handling sensitive and confidential information.
- Ability and willingness to employ a consultative or collaborative approach to addressing issues and making decisions.
- Multi-tasking skills to prioritize and consistently produce high-quality work within deadlines.
- Communication skills to clearly express ideas in an objective manner, write clearly, and adapt communication style to suit the situation or audience.
- Client service skills with an ability to apply tact and diplomacy when dealing with sensitive issues and a range of personalities, cultures, motives, and interests.

### Education and Experience

- Post-secondary education (degree, diploma, certificate) in related field (Social Sciences, Business, Project management and development, Communications).
- 2 plus years of related work providing project management support.
- Valid Alberta Class 5 Driver's License

EMAIL [recruitment@siksikanation.com](mailto:recruitment@siksikanation.com) To Apply, Receive a Job Description or Employment Application form.  
CALL 403-734-5567 or 403-734-5579 to learn more.

WEBSITE [www.siksikanation.com](http://www.siksikanation.com)

Position will be filled based on requirements and candidate qualifications. Priority: Siksika Members, Indigenous Community, then others.