

Employment Opportunities



Position: Donation Coordinator
Service Area: Siksika Support Centre
Location: Siksika Nation Tribal Administration
Salary: Based on Education and Experience
Date Posted: June 17, 2025
Closing Date: June 30, 2025
Competition Number: SSCAASW-01-05-26-25

POSITION SUMMARY:

The Donation Coordinator oversees the management and distribution of community sports, culture funds and any other donation for the purpose of the nation's member benefit to be completed in an efficient and timely manner.

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

- Ensure compliance with the Siksika Financial Administration Policy.
- Maintain relationships with Siksika Nation entities to ensure due diligence of each request received,
- Maintain accurate records of expenditures, donations, and donor information using database systems.
- Coordinate and collaborate with Siksika entities to complete case conferencing where needed to ensure equitable contributions provided to Siksika nations Members seeking community, sports and culture fund

MINIMUM QUALIFICATIONS:

Required Knowledge, Skills, and Abilities

- Strong organizational and multitasking skills.
- Excellent interpersonal and communication skills.
- Must have excellent communication, organizational, and interpersonal skills.
- Proficiency in database management and Microsoft Office Suite.
- Strong attention to detail and accuracy.
- Strong written and verbal communication and interpersonal skills.

Education and Experience

- Post-secondary Certificate in Business Administration or Related field required.
- Three years' experience in payable accounts, donation coordination or non-profit work-related field required.
- Valid Class 5 Driver's License required.

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

EMAIL 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