

Employment Opportunity



Position: Project Navigator
Service Area: Siksika Infrastructure & Public Works
Location: Siksika Nation
Salary: Based on Education and Experience
Date Posted: October 16, 2025
Closing Date: October 28, 2025
Competition Number: IPWPN-01-10-15-25

POSITION SUMMARY:

To oversee, develop and implement the delivery of projects that come from management, and coordinate the various needs the project ensures 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 Navigator will recognize all issues and concerns and resolve them promptly and efficiently, with further adherence to Administration policies and Siksika, Federal and Provincial regulations. 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:*

- Act as the project manager for projects CO_60 (Cemeteries Project), and CO_61 (Arbor Solar Panel), and CO_63 (Fob Security System). Including additional responsibilities as required by the employer.
- 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 to apply critical thinking to evaluate information and make appropriate decisions or recommendations.

Education and Experience

- *Preferred but not Required* Post-secondary education, PMP certification (degree, diploma, certificate) in related field (Social Sciences, Business, Project management and development, Communications).
- 2 plus years of related work providing project management support.

Professional Designation/Certification/Licenses:

Valid Alberta Class 5 Driver's License. Satisfactory Driver's Abstract.

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

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