

Employment Opportunity



Position: Project Assistant Implementation Manager

Service Area: Siksikaitsitapi Persons with Developmental Disabilities Pilot Project

Location: Siksika Nation

Salary: Based on Education and Experience

Date Posted: October 19, 2026

Closing Date: October 23, 2026

Competition Number: SSC-02-10-19-26

POSITION SUMMARY:

Your duties and responsibilities as Pilot Project Assistant Implementation Manager may vary from time to time and may include, but are not limited to, those set out in sections 1.2 through 1.6 below. These duties are to be performed in respect of the Siksika Nation (the "Nation").

The Pilot Project Assistant Implementation Manager supports the Pilot Project Implementation Manager in the coordination, administration, and delivery of operational, program, policy, and reporting functions across the Pilot Project.

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

1. Assist the Pilot Project Implementation Manager in coordinating weekly meetings (virtual or in-person) with Program Managers.
2. Assist the Pilot Project Implementation Manager with drafting, reviewing, formatting, and distributing policy documents, operational guidelines, service protocols, and related materials.
3. Assist the Pilot Project Implementation Manager and Program Managers with compiling budget information and supporting documentation.
4. Assist the Pilot Project Implementation Manager in preparing monthly and quarterly written reports, briefing notes, presentations, and other project documentation.

MINIMUM QUALIFICATIONS: Required Knowledge, Skills, and Abilities

- Knowledge of current provincial and federal funding programs applicable to adults with disabilities.
- Ability to identify training needs and coordinate training or mentorship opportunities.
- Strong attention to detail, organizational, time management, and decision-making skills.
- Strong written and verbal communication and interpersonal skills, including ability to maintain respectful communication with Nation leadership and community members.
- Ability to maintain strict confidentiality.
- Self-motivated and able to work in a fast-paced environment.
- Proficiency in Microsoft Excel and related software

Education and Experience

A Bachelor of Social Work or related discipline.

Minimum of five years of relevant work experience in a First Nations community.

Professional Designation/Certification/Licenses:

Other:

Valid Alberta Class 5 Driver's License.

Clear Criminal Records and Vulnerable Sector Check

Requires general knowledge of the Siksika Nation culture and some ability to communicate in the Siksika language.

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