



# **One Arrow First Nation Employment Opportunity**

## **Program Coordinator (Full-time Term Position)**

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### **Position Summary:**

Reporting to the Project Manager, the Program Coordinator is responsible for coordinating the daily administration and implementation of the Indian Residential School & Survivors Secretariat Project.

The successful candidate will oversee project activities, coordinate staff and contractors, assist with reporting requirements, support community engagement activities, ensure project milestones are achieved, and help maintain positive working relationships with Survivors, Elders, Knowledge Keepers, Leadership, community members, government agencies, archives, museums and partnering organizations.

This position requires exceptional organizational skills, cultural humility, professionalism, and a strong commitment to truth and reconciliation.

### **Qualifications:**

The ideal candidate will possess:

- Diploma or Degree Indigenous Studies, Project Management, Community Development, Social Work or a related field.
- Project Management certification would be considered an asset.
- Equivalent education, certifications and experience may be considered.
- Minimum 3 years of experience coordinating programs or projects, preferably within a First Nations organization, government or non-profit sector.
- Experience with project coordination, budgeting, reporting, funding agreements and stakeholder engagement is preferred.

**Other:**

Must possess a current valid Saskatchewan driver's license.

As a condition of employment must provide:

- A satisfactory and current Criminal Record Check,
- SGI Driver's Abstract; and
- Comply with Fit for Duty policy and participate in mandatory pre-employment drug and alcohol test.

To **APPLY**, please submit cover letter, resume and three professional references to:

Human Resources  
Box 147, Bellevue, SK. S0K 3Y0  
Or Email: [jobs@onearrow.ca](mailto:jobs@onearrow.ca)

**Deadline:**

August 13, 2026