One Arrow First Nation
Employment Opportunity

Program Coordinator (Full-time Term Position)

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 in 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 three (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 Requirements

Must possess a current valid Saskatchewan driver's licence.

As a condition of employment, the successful candidate must provide:

- A satisfactory and current Criminal Record Check.
- SGI Driver's Abstract.
- Compliance with the Fit for Duty Policy and participation in mandatory pre-employment drug and alcohol testing.
- Vulnerable Sector Search

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

Human Reources
Box 174, One Arrow, SK. S0k 5C0
Or Email: Jobs@onearrow.ca

DEADLINE: November 20, 2026