CONFEDERACY OF TREATY NO. 6 FIRST NATIONS

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Employment Opportunity

Housing Initiatives Project Coordinator
Full-Time Term contract- 12 months
Pay Range: $60,000.00-$70,000.00.
Competition No: CT6FN-26-01

The Confederacy of Treaty Six First Nations (CT6FN) is a non-profit Political and Treaty Organization (PTO) that has been mandated by the Chiefs and Elders of Treaty No. 6 to advocate, protect, and enhance Treaty rights by monitoring legislation and policies that affect Treaty rights.

Reporting directly to the Chief Executive Officer (CEO), the **Housing Initiatives Project Coordinator** is responsible for the day-to-day coordination and implementation of Confederacy of Treaty Six First Nations housing initiatives. This position ensures projects are delivered on time, within scope, and in alignment with Treaty Six values, community priorities, and funding requirements.

This opportunity offers the following incentives:
- Competitive Salary
- Group Benefits -Extend Health, Dental and Life.
- Pension Plan.
- Employee engagement events.

<u>Responsibilities</u>

- Coordinate housing initiatives from planning through implementation, including work plans, timelines, milestones, and deliverables.
- Support the coordination of affordable housing and multi-family housing projects, including early planning, design coordination, and construction-related activities.
- Track project progress, risks, and issues; prepare regular status updates and reports for leadership and funders.
- Act as a point of contact with consultants, developers, architects, engineers, contractors, and service providers involved in housing projects.
- Support coordination with First Nations communities, housing authorities, and partner organizations.
- Assist with procurement processes, including Requests for Proposals (RFPs), contractor selection, and contract administration.
- Assist with tracking project budgets, expenditures, and funding requirements.
- Support reporting to funders, ensuring compliance with agreements and timelines.
- Contribute to grant applications and funding proposals related to housing initiatives.
- Support engagement with Treaty Six First Nations, community representatives, and leadership throughout project development and implementation.

Education, Qualifications, and Work Experience

- Post-secondary education in Indigenous Studies, Social Policy, Urban Planning, Public Administration, Social Work, or a related field, or equivalent lived and professional experience.
- Project Management Professional (PMP) or equivalent certification.
- Equivalencies may be considered based on one year of experience for one year of education or one year of education for one year of experience.
- You have experience working with Indigenous people and organizations to gather input and build consensus.
- Ability to work independently, prioritize tasks, and adapt to changing priorities in a dynamic environment.
- The ability to communicate in one of the affiliated First Nations of the Confederacy (Cree, Nakoda, Dene, Saulteaux) is a definite asset.
- Preference will be given to Treaty Six First Nation Members.

Condition of Employment

- Clear Criminal Records
- Intervention Record Check.
- Valid class 5 driver's license.
- reliable transportation and the ability to travel overnight as necessary.

Competition Deadline and Details

Competition Deadline:
March 2nd, 2026, 4:30 pm MST

Please email your Cover letter and resume to:

Email Employeerelations@treatysix.org.

Confederacy of Treaty Six is an equal opportunity employer. We celebrate diversity and encourage applications from all qualified individuals.
The personal information submitted pursuant to this advertisement will be utilized for this Employment Opportunity only and is subject to compliance with the Freedom of Information and Protection of Privacy Act.

Applicants are thanked in advance for their interest; however, only those selected for an interview will be contacted.