



# Beausoleil First Nation Human Resources

11 O'Gema Miikaan  
Christian Island, Ontario  
L9M 0A9

(705) 247-2051 Fax: (705) 247-2239 Email: [jobs@chimnissing.ca](mailto:jobs@chimnissing.ca)

## EMPLOYMENT OPPORTUNITY Programs Support Coordinator

<b>Posting Date:</b>	June 15, 2026	<b>Salary:</b>	\$26.00-\$29.00/hour
<b>Classification:</b>	Permanent	<b>Closing Date:</b>	June 29, 2026 @ 4:30pm
<b>Supervisor:</b>	Trust Comptroller	<b>Vacancy Status:</b>	New role
<b>Hours of Work:</b>	35 hours/week		

### Overview

The Programs Support Coordinator is responsible for supporting the planning, administration, delivery, and monitoring of Trust-funded programs and initiatives, with a primary focus on housing renovation grants, member assistance programs, and community-based projects.

The position serves as a liaison between community members, contractors, service providers, departments, and the Trust Office to ensure programs are administered effectively, efficiently, and in accordance with approved policies and procedures.

### **Key Responsibilities Include:**

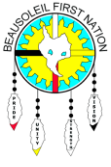
- Coordinate and administer Trust-funded programs, including housing renovation grants, member assistance programs, and community-based initiatives.
- Support program planning, implementation, monitoring, budgeting, reporting, and compliance with approved policies, procedures, and funding requirements.
- Maintain program records, databases, filing systems, statistics, evaluations, and accountability documentation.
- Provide information, guidance, and support to community members regarding program eligibility, applications, and services.
- Serve as a liaison between community members, contractors, service providers, departments, and the Trust Office.
- Provide administrative and logistical support for projects, meetings, workshops, consultations, community events, and new program initiatives.
- Prepare correspondence, reports, presentations, meeting documentation, and progress updates.
- Maintain confidentiality, support community engagement activities, and perform related duties as assigned.

### **Qualifications:**

- Diploma or Certificate in Business Administration, Office Administration, Community Services, Housing Administration, Project Management, or a related field; or an equivalent combination of education, training, and experience.
- Experience in program administration, project coordination, community services, or related administrative support roles.
- Experience preparing professional correspondence, reports, briefing notes, newsletters, and other documentation.
- Knowledge of, or experience working with, First Nations communities, organizations, culture, traditions, and governance is considered an asset.
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### **Knowledge & Skills**

- Strong written, verbal, interpersonal, and customer service skills.
- Excellent organizational, time-management, and problem-solving abilities.
- Ability to work independently, manage multiple priorities, and collaborate effectively within a team environment.
- Proficiency in Microsoft Office and general office administration practices.
- Ability to maintain confidentiality, professionalism, and positive stakeholder relationships.
- Knowledge of First Nations governance, culture, traditions, and community priorities is an asset.



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## Designations, Licences & Requirements:

- Due to funding sources, you must be a member of Beausoleil First Nation to be eligible.
- Valid Ontario Class G Driver's License and reliable transportation.
- Acceptable Criminal Record Check.
- Ability to travel within the community and attend project sites when required.

## How to Apply

Submit a complete application package including:

- Cover letter
- Resume
- Two recent letters of recommendation

**How to Apply:** Email applications are preferred: [jobs@chimnissing.ca](mailto:jobs@chimnissing.ca) Alternatively, drop off at the Beausoleil First Nation Administration Building.

**Accessibility:** BFN is committed to an inclusive, barrier-free process under the Ontario Human Rights Code and AODA. Accommodations are available on request.

**AI Use:** AI will not be used to make hiring decisions. In rare cases, it may assist with organizing application data.