



AOPFN EMPLOYMENT OPPORTUNITY

Archaeology Coordinator

Department: Consultation

Supervisor: Manager, Consultation

35 hr/week - Fulltime - Permanent

\$51,122.00 - \$56,429.00 annually/ Based on Experience & Education

Deadline to Apply: Friday, August 28, 2026 at 4:00PM

The Archaeology Coordinator is responsible for supporting project management and project functions related to the AOPFN Archaeology program. This includes internal and external archaeology projects, intake, reporting, budgeting, and coordinating and overseeing the Anishinabe Odjibikan archaeological field school.

DUTIES AND RESPONSIBILITIES:

Project Delivery

- Monitoring and bringing to action requests (internal and external) from archaeology consultants or proponents (i.e. project notification, identify the scope of participation, develop budget and workplan, conduct community engagement, work directly with proponent) as assigned
- Procurement of funding opportunities or other contracts/agreements;
- Develop specific scope of work and budgets;
- Seasonal supervision of the Anishinabe Odjibikan archaeological field school;
- Operate as a field technician or field supervisor as required for Anishinabe Odjibikan school;
- Oversee sub-contracts and ensure the deliverables are met;
- Maintain field training and certifications, etc.
- Email correspondence and tracking;
- Timekeeping (timesheets, hours on site-project tracking, etc.)
- Conduct archaeological assessment technical report reviews;
- Project report and project descriptions reviews;
- Field liaison, monitoring, coordination and intake processing;
- File management
- Research and report writing;

For full Job Description please email hr@pikwakanagan.ca

REQUIREMENTS:

- Completion of graduate studies programs related to anthropology/archaeology or completion of Anishinabe Odjibikan archaeological field school

How to Apply

- Cover Letter
- Current Resume
- Three (3) professional/work-related references that include name, phone number and email address.

Submit to:

Human Resources Department
Algonquins of Pikwakanagan First Nation
1657A Mishomis Inamo, Pikwakanagan, Ontario, KOJ 1X0

hr@pikwakanagan.ca

Subject Line: Archaeology Coordinator

Please allow for 24 hours to receive a 'Confirmed Receipt' of your application submission should you apply via email.

Application Procedure: Interested persons must submit a resume demonstrating that they meet the requirements outlined and the names and day contact telephone numbers of three (3) professional references.

Screening Procedure: Applicant must not be a member of the supervisor's immediate family. The best qualified candidate will be defined and determined so as to include the following: Provided the candidate meets the basic requirements of the position and is deemed qualified following the interview process, preference will be given to:

- a) the qualified indigenous person who is an Algonquin; then to,
- b) the qualified indigenous person; then to,
- c) the qualified non-indigenous candidate.

Interviews: Interviews will be conducted in-person or virtually by Teams Meeting. AOPFN has the right to shortlist for interview/assessment purposes of the five (5) most qualified persons and typically establishes an eligibility list.

What Algonquins of Pikwakanagan First Nation Offers:

- Pension Plan
 - (Permanent EE only)
- Starting at 10 Paid Sick Days
- 4% Vacation
- Holiday Shutdown
- 14 Provincial and Federal Statutory Holidays
- Health Spending Account (Dental, Vision, Prescriptions, etc.)
- Milestone Recognitions & Rewards
- Half days on Fridays prior to holiday Mondays
 - (Conditions Apply)

We are committed to achieving employment equity and developing a highly capable workforce that is representative of Canadian Society. We therefore encourage women, Indigenous peoples, persons with disabilities, and members of visible minority groups to apply and declare themselves as part of one or more of the above mentioned Employment Equity Designated Groups.

AOPFN is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity or testing, you should advise the recruitment representative in a timely fashion of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.