Special Projects Officer – 196-26-6
Environment, Nation Building
Contract

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday**, November 18, 2026,** for the **Special Projects Officer** with **Environment, Nation Building**. The Six Nations of the Grand River Application for Employment Form, Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications accepted through My Job Search. **NO LATE APPLICATIONS ACCEPTED.**

JOB SUMMARY: Reports to and works under the direction and supervision of the Senior Manager of Environment (Nation Building Sector)

PURPOSE AND SCOPE OF THE POSITION

The Special Projects Officer(s) is responsible for planning, coordinating, and delivering time-limited projects that advance the Environment Department's goals and support the growth and strategic direction of the department itself. Which include:

1. Grounding environmental work in Haudenosaunee knowledge systems, language, and cultural values.
2. Engaging the community in defining environmental priorities, policies, and programs.
3. Strengthening partnerships with internal departments, other governments, academic institutions, and non-governmental organizations.
4. Establishing tools, resources, and responsibilities that enable effective environmental stewardship.
5. Contributing to the development of the Environment Department's strategic direction, operational practices, and long-term capacity.

Type	Casual Contract
Closing Date	November 18, 2026
Hours of Work	Up to 35 hrs/week
Wage	Minimum $34.73/hour

*A competitive compensation package will be offered commensurate with qualifications. *

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.

BASIC QUALIFICATIONS:

Minimum Requirements:

- University degree in a relevant field (e.g., Environmental Studies, Environmental Science, Public Health, Indigenous Studies, Policy, Planning, or a related discipline).
- Lived/living experience, community knowledge and demonstrated understanding of the environmental concerns within Six Nations of the Grand River.

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Online

1. Please visit: My Job Search to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which include:
    a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
    b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
    c. Copy of your education diploma/degree/certificate and transcript.
3. If you have any questions or need assistance please reach out to Hayley Noseworthy, Human Resources Business Partner at 519-445-2223 ext. 5724 or via email at hrbp6@sixnations.ca.

Method #2: GREAT – Applications must include all of the following:

1. Printed, filled in and authorized Six Nations of the Grand River Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

Special Projects Officer – Casual Contract – 196-26-6
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario N0A 1M0

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POSITION TITLE: Special Projects Officer(s)
(Casual up to 35 hours 12 Month Contract)

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Senior Manager of Environment (Nation Building Sector)

PURPOSE & SCOPE OF THE POSITION:

The Special Projects Officer(s) is responsible for planning, coordinating, and delivering time-limited projects that advance the Environment Department's goals and support the growth and strategic direction of the department itself. Which include:

6. Grounding environmental work in Haudenosaunee knowledge systems, language, and cultural values.
7. Engaging the community in defining environmental priorities, policies, and programs.
8. Strengthening partnerships with internal departments, other governments, academic institutions, and non-governmental organizations.
9. Establishing tools, resources, and responsibilities that enable effective environmental stewardship.
10. Contributing to the development of the Environment Department's strategic direction, operational practices, and long-term capacity.

KEY DUTIES & RESPONSIBILITIES:

1. **Technical Functions**
   - Conduct literature reviews, data collection, interviews, and field observations on environmental priorities.
   - Analyze and synthesize findings into accessible summaries, reports, and recommendations.
   - Maintain and update project workplans, ensuring timelines and deliverables are met.
   - Lead or support community engagement activities (surveys, workshops, interviews).
   - Develop project outputs such as policies, frameworks, plans, educational materials, and engagement tools.
   - Assist with site visits, environmental sampling, and verification of data.
   - Support GIS mapping and integration of cultural/community-based indicators into monitoring activities.
   - Apply Haudenosaunee knowledge systems, language, and cultural perspectives to the interpretation of environmental issues and proposed solutions.
   - Organize technical aspects of project delivery, including scheduling, equipment needs, and preparation of materials for meetings, workshops, and fieldwork.
   - Support the Senior Manager in developing and updating the Environment Department's strategic and operational plans.
   - Identify gaps, opportunities, and innovations to expand departmental capacity in stewardship, monitoring, and policy.

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- Pilot initiatives or models that could be scaled into long-term departmental programs.

2. **Administrative Functions**
   - Maintain organized project files, records, and databases to ensure accurate tracking of activities, expenditures, and deliverables.
   - Prepare and submit progress updates, briefing notes, and final reports to the Senior Manager and other stakeholders as required.
   - Draft correspondence, meeting agendas, and minutes for project-related activities.
   - Coordinate scheduling for meetings, workshops, site visits, and community engagement events.
   - Track and reconcile project budgets, including processing invoices, expense claims, and purchase orders.
   - Support procurement processes by gathering quotes, preparing documentation, and liaising with vendors or contractors.
   - Maintain up-to-date contact lists for community members, partners, and stakeholders relevant to assigned projects.
   - Ensure all administrative tasks are completed in accordance with organizational policies, procedures, and confidentiality requirements.

3. **Communications Functions**
   - Develop clear, plain-language materials to communicate project objectives, progress, and outcomes to internal and external audiences.
   - Coordinate and deliver presentations, workshops, and community engagement sessions.
   - Draft content for newsletters, social media, posters, and other public-facing materials related to project activities.
   - Act as a point of contact for project-related inquiries from community members, partners, and stakeholders.
   - Facilitate knowledge sharing by preparing summaries, fact sheets, and visual aids that integrate technical and cultural perspectives.
   - Ensure all communications reflect Haudenosaunee values, cultural protocols, and organizational branding guidelines.
   - Liaise with internal communications staff or contractors to align messaging with organizational standards and funding requirements.
   - Document and share lessons learned, best practices, and success stories arising from project work.

4. **Other Functions**
   - Participate in departmental and interdepartmental meetings to provide project updates and contribute to broader planning efforts.
   - Support capacity building by mentoring students, or volunteers involved in project activities.
   - Represent the Environment Department at conferences, training sessions, or external events as assigned.

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- Identify and recommend opportunities for new projects, partnerships, or funding sources related to environmental priorities.
- Contribute to continuous improvement by providing feedback on processes, tools, and methods used in project delivery.
- Perform other related duties as assigned by the Senior Manager to support departmental goals and respond to emerging priorities.

WORKING CONDITIONS:

Fast-paced environment with competing deadlines, interruptions, and public engagement. Requires some travel and extensive interaction with the public who may be upset, irate and at times hostile feelings. The position is subject to exposure to outdoor and physical hazards during environmental projects and must maintain flexibility to meet the changing demands of the position.

WORKING RELATIONSHIPS:

With the Senior Manager of Environment:

Receives direction, guidance and supervision to ensure tasks are done efficiently and effectively. Must adhere to the rules, regulations and procedures of the Six Nations of the Grand River Elected Council.

With the Public:

Represents and promotes the Six Nations of the Grand River Elected Council in a courteous, positive, cooperative, helpful and professional manner; provides information and assistance.

With External Agencies:

Represents and promotes Six Nations of the Grand River Elected Council interests in a positive, professional and friendly manner, seeking to develop sound professional working relations.

With Other Staff:

Must be courteous and cooperative with all staff and willing to be a team player.

KNOWLEDGE AND SKILLS:

Minimum Requirements:

- University degree in a relevant field (e.g., Environmental Studies, Environmental Science, Public Health, Indigenous Studies, Policy, Planning, or a related discipline).
- Lived/living experience, community knowledge and demonstrated understanding of the environmental concerns within Six Nations of the Grand River.

Other Related Skills:

- Demonstrated experience and knowledge of environmental issues in Six Nations
- Strong organizational and time management skills

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- Strong interpersonal, verbal, and written communication skills.
- Understands the importance of confidentiality. Ability to work with tact and discretion.
- Must pass a criminal records check
- Must have a valid G driver's license
- Experience with GPS, GIS, and ESRI products considered an asset

IMPACT OF ERROR:

Errors in judgement and in the conduct of duties could lead to loss of credibility, poor public relations, confusion, duplication of effort and misinformation being given to the Senior Manager of Environment, Committees, Six Nations of the Grand River Elected Council, Government Agencies, and the public.

CONTROL:

Guiding principles set by the Environment Department and the Six Nations of the Grand River Elected Council. Works within administrative policies and procedures established by the Six Nations of the Grand River Elected Council for the Environment Department and other legislation provided by the respective governments.

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