



CHIPPEWAS OF KETTLE & STONY POINT FIRST NATION

EMPLOYMENT OPPORTUNITY

Transit Project Coordinator – Short-Term

PROGRAM AREA: ECONOMIC DEVELOPMENT
POSITION TITLE: TRANSIT PROJECT COORDINATOR
REPORTING PROTOCOL: REPORTS TO THE DIRECTOR OF ECONOMIC DEVELOPMENT AND TRAINING

POSITION SUMMARY: The Chippewas of Kettle and Stony Point First Nation (CKSPFN) is launching a strategic initiative to enhance public transit services through the Huron Shores Area Transit System (HSAT). To support this effort, the First Nation is seeking a qualified individual to serve as the Transportation Marketing and Advertising Project Coordinator—a hybrid role that merges social media advertising expertise with transit planning coordination. The Chippewas of Kettle and Stony Point First Nation is seeking a qualified and community-focused individual to serve as the Project Coordinator. This role combines a strategic social media advertising campaign, project coordination, development and release of a survey, data collection, preparation of reports and hosting community consultation. The Project Coordinator will lead efforts to increase ridership, raise public awareness, and assess transportation needs through community engagement and online data analysis.

EDUCATION/PROFESSIONAL REQUIREMENTS:

- Post secondary in community development, public administration, communications, marketing, or a related field.
- Experience in project coordination, public engagement, and social media advertising.
- Ability to create and design Ad content for social media platforms, newspaper.
- Ability to create advertising campaign for the local community radio station.
- Experience and ability to create social media platforms and release to social media channels, track performance measures and prepare monthly reports.
- Strong communication, facilitation, and reporting skills.
- Graphic design experience for development of ad content.
- Proficiency in survey tools (e.g., Google Forms, SurveyMonkey) and data analysis.
- Knowledge of indigenous communities and rural transportation challenges is an asset.
- Knowledge of the Chippewas of Kettle and Stony Point First Nation Financial Management Board policies and Administration.

PREFERENTIAL HIRING REQUIREMENTS:

- KSPFN encourages all qualified individuals to apply. However, preference will be given to qualified First Nations people in accordance with KSPFN' General Principles of the Human Resource Management Policy, section 16 of the Canadian Human Rights Act, sub-section 24(1)(a) of the Ontario Human Rights Code, and section 7 of the Employment Equity Act. First Nations candidates who wish to qualify for preferential consideration can self-identify themselves in their cover letter.
- Successful applicant must provide a current and up to date CPIC and vulnerable sector background check upon hiring. Successful applicant must provide a copy of their Diploma and other related certificates. Applicants must consent to a full background check upon hiring.

PLEASE SUBMIT COVER LETTER, RESUME, AND PORTFOLIO OF PAST SOCIAL MEDIA ADVERTISING WORK

~~REPOSTING~~ BY CLOSING DATE – FEBRUARY 4TH, 2026 AT 4:00PM ~~REPOSTING~~

TO: Chippewas of Kettle & Stony Point First Nation,
ATTN: **HR – TRANSIT PROJECT COORDINATOR**
Email to: hr.assistant@kettlepoint.org

A full Job Description is available: contact the HR assistant at hr.assistant@kettlepoint.org

Interviews will be scheduled shortly after the closing date. ONLY THOSE APPLICANTS WHO MEET THE QUALIFICATION STANDARDS AND REQUIREMENTS WILL BE INTERVIEWED. AN UPDATED CPIC AND A REFERENCE CHECK WILL BE REQUIRED FOR THE SUCCESSFUL CANDIDATE PRIOR TO FINAL CONFIRMATION OF EMPLOYMENT.