



Taykwa Tagamou Nation

Employment Opportunity

ENERGY PROJECT PROGRAM ASSISTANT

(1 year contract – may be extended pending funding approval)

Location: Taykwa Tagamou Nation

Reports to: Community Climate and Energy Manager

About the Role

Taykwa Tagamou Nation is seeking a highly motivated, confident, organized individual to provide administrative support to the Community Climate and Energy Manager. The Energy Project Program Assistant will coordinate meetings; maintain a records management system; perform sensitive tasks; draft correspondence; prepare presentations and briefs; ensure timely accurate communications; attend meetings as requested and be responsible for the overall administrative office. The Energy Project Program Assistant will also be responsible for the innovative Solar, EV charging, and Capacity Building projects in Taykwa Tagamou Nation.

Responsibilities

- Use templates and follow company writing standards and processes to produce high quality deliverables as part of project implementation & grant management program
- Maintain quality results by following proposal-writing standards including readability and consistency
- Simultaneously manage multiple project deliverables
- Coordinating meetings, taking meeting minutes, following up with key actions
- Create and assist Power Point presentations to the community & different stakeholders
- Research and assist with grants, and other government funding opportunities for Community solar, energy storage and retrofits
- Drafts agendas and prepares and distributes background information, documentation, and materials
- Take minutes of meetings, summarize information, highlight decisions and commitments and distributes to participants
- Performs other duties as assigned.

Qualifications

- Ontario Secondary School Diploma or equivalent
- Must work flexible hours and be flexible to travel
- Must possess a valid Ontario class 'G' driver's license
- Must have strong interpersonal skills
- Knowledge and experience with productivity applications such as Microsoft Office 365, Excel, Outlook, and Power Point
- Time management skills and multi-tasking skills, and the ability to prioritize tasks with minimal supervision
- Experience in records management is an asset
- Experience related to First Nation and corporate governance including the First Nation political environment is an asset.

Submit Letter of Application, Resume and three recent work references (one being from your most recent supervisor/manager) and must include copies of Certificate(s) of Qualification no later than: May 1, 2026

A complete work description is available upon request. Preference and Priority will be given to Taykwa Tagamou Nation Applicants. We wish to thank all applicants however only those selected for an interview will be contacted.

By email: resumes@taykwatagamou.com

By fax: 705-272-5785

By mail: P.O. Box 3310, RR#2, Cochrane, ON. P0L 1C0

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