



Taykwa Tagamou Nation

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Cochrane, Ontario
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www.taykwatagamou.com

Employment Opportunity

Transmission Project Support Worker

Location: Taykwa Tagamou Nation

Reports to: Business Development Officer

Duration: 4 year contract

About the Role

The Transmission Project Support Worker provides administrative, logistical, and community engagement support for Taykwa Tagamou Nation's (TTN's) involvement in transmission and infrastructure projects. Reporting to the Business Development Officer and working with the Lands & Resources Department, the role helps organize meetings, prepare materials, document engagement activities, support communication with community members, and ensure project information and community input are captured respectfully and accurately.

The position may assist multiple projects as needed and participate field work from time to time alongside TTN Knowledge Keepers and land users. Work is carried out in a manner that reflects TTN's values, community priorities, and approaches to Traditional Knowledge.

Responsibilities

- Assist with scheduling and coordinating meetings, engagement sessions, and community events
- Support the preparation of materials and logistics for engagement activities
- Prepare clear summaries of meetings, engagement sessions, and field activities, and provide updates to the Business Development Officer and for internal sharing
- Support tracking of basic project activities, timelines, and follow-ups
- Support the development of presentation materials and information packages
- Assist with tracking community questions, concerns, and feedback
- Assist with travel coordination, meeting bookings, and general administrative tasks
- Support internal tracking of engagement activities and documentation
- Participate in field visits and environmental studies alongside TTN Knowledge Keepers, land users and/or community members as required
- Follow direction from environmental consultants, TTN Knowledge Keepers, land users and/or community members during field activities
- Support respectful and safe participation in field activities

Qualifications

- Post-secondary education or coursework in studies such as Indigenous Studies, Environmental Studies, Natural Resource Management, Project Management, or other relevant fields
- Experience in administrative support, community work, or similar roles is an asset.
- Experience working with a First Nation is an asset.
- Field Safety/Outdoor Worker Safety Training an asset
- Boat Operator/ATV Safety Certification an asset
- Strong written, communication and interpersonal skills
- Strong organizational skills and ability to manage multiple priorities and deadlines
- Comfortable using Microsoft Office applications
- Ability to maintain strict confidentiality
- First Aid/CPR certification or willingness to obtain is an asset
- Valid Ontario Class G Driver's Licence

Taykwa Tagamou Nation offers a competitive compensation package subject to qualifications and experience; group medical insurance: extended health, dental, life, AD&D and Pension Plan benefits.

How to apply:

Please include these documents in your submission:

- Letter of Application/Cover Letter
- Resume
- Three recent work references (one being from your most recent supervisor/manager)
- Copies of Certificate(s) of Qualification

By email: resumes@taykwatagamou.com

By Fax: 705-272-5785

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

Deadline to submit application: 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.

Posted: April 16, 2026