



HIAWATHA FIRST NATION

EMPLOYMENT OPPORTUNITY

Posting Type: Internal/External

Position Title: Archaeology Coordinator #2025-06

Location: Hiawatha, ON

Duration: Full-Time Permanent

Posting Closes/Deadline: September 21, 2025 at 11:59pm

Tentative Interview Date: September 22-26, 2025

Salary Range: \$57,440-\$63,840

About Us:

Hiawatha First Nation provides services to the citizens of Hiawatha. These services include health, social, administrative, membership, public works, lands and education. It is essential that these services are provided in a way that supports the Hiawatha's vision statement and the 7 Grandfather teachings of humility, honesty, bravery, wisdom, truth, respect and love.

Position Summary:

The Archaeology Coordinator requires a comprehensive understanding of First Nations heritage and practices, the provincial 'Standards and Guidelines for Consultant Archaeologists', archaeological methodologies, heritage conservation, and pertinent legal frameworks and approval processes. Essential duties include engaging in crucial consultations with various entities of the Crown, strategizing with archaeological firms to devise effective mitigation plans, managing Archaeology Liaisons during field operations, reviewing archaeological reports and proposals, negotiating funding agreements and leading training initiatives. Additionally, the Coordinator will liaise with Williams Treaties First Nations and external agencies, including project proponents and all levels of government, on matters involving potential impacts to Aboriginal or Treaty rights within Hiawatha First Nation's Traditional Territory. The incumbent must follow the strategic plans of the organization, adhering to the HFN vision and values.

Reporting:

This position will report to the Archaeology Manager and directly oversees the Archaeological Liaisons.

Main Responsibilities:

- Oversee the Archaeological Liaisons and secure placement opportunities as needed, which includes coordinating with archaeological firms, scheduling, monitoring of hours worked, and expenses incurred;
- Facilitate the Archaeological Liaison Training Program;
- Meet with Archaeological Liaisons to discuss site progress, concerns and provide guidance and training as needed;
- Maintain a database to review and organize the field notes provided by the Archaeological Liaisons;
- Support Human Resource activity in various areas including recruitment and selection, orientation, and performance management of the Archaeological Liaisons;
- Organize Archaeological assessment reports and corresponding reviews into a resource database;
- Oversee on-reserve archaeological assessments, provide expertise by identifying potential impacts and recommending necessary mitigation measures;
- Participate in consultation meetings, negotiations, and engagement activities;
- Provide administrative support to the Archaeology Manager as needed;
- Research and support Michi Saagiig presence in the Archaeological record in Ontario;
- Support the protection of Hiawatha First Nation's Archaeological heritage and material culture;
- Uphold and maintain ethical and cultural treatment of burial sites, Archaeological sites, and artifacts;
- Keep current of Federal and Provincial policy as it relates to Archaeology, heritage resources, and collections management;
- Conduct research on projects as needed;
- Meet with Consultation workers to evaluate scope of proponent projects, need for Archaeological fieldwork and Hiawatha First Nation representation;
- Reviewing timesheets and preparing cheque requisitions;
- Preparing and monitoring budgets and transactions;

- Advocate for appropriate Archaeological interpretations, recommendations and fieldwork during monitoring;
- Conduct site visits as needed to evaluate fieldwork;
- Provide guidance to proponents, consultants, and Archaeology Liaisons regarding expected direction, quality and completeness of fieldwork;
- Maintain effective working relationships with government agencies and Williams Treaty First Nations;
- Collaborate with external partners and organizations to access specialized technical support as needed;
- Ensure compliance and reporting of the contracts and agreements with funding agencies/proponents that HFN have authorized and accepted are reviewed and reported on adhering to all required timelines;
- Maintain communication with proponents;
- Other duties as assigned.

Requirements:

- Post-Secondary School diploma/degree in Business Management, Archaeology, or Indigenous Studies or another related field preferred;
- Successful completion of the Archaeological Liaison Program or willingness to train;
- Three or more years' relevant work experience or;
- A combination of education, training or work experience which Hiawatha deems to be equivalent
- Must provide a satisfactory CPIC;
- Valid Driver's License and own vehicle.

Knowledge, Skills and Abilities:

- Strong understanding of First Nation rights, governance, and consultation processes;
- Knowledge and appreciation of First Nations' culture, traditions, and history;
- Knowledge of the Duty to Consult and Accommodate legislation and Section 35 rights;
- Knowledge of the Williams Treaties and Hiawatha First Nation Treaties and Territory;
- Knowledge of *United Nations Declaration on the Rights of Indigenous Peoples and Free, Prior, Informed Consent, Royal Commission on Aboriginal Peoples, and the Truth and Reconciliation Commission: Calls to Action*;
- Knowledge of industry, environmental assessment and impact assessment processes, and regulatory permitting processes;
- Knowledge of provincial, federal, and municipal policies and legislation specific to rights and resources;
- Understanding of and identification with the goals of Hiawatha First Nation, Williams Treaty First Nations and Mississauga Nation;
- Working knowledge of Williams Treaties, Treaty 20 Territories and Mississauga Nations;
- Working knowledge of the provincial Archaeological assessment process;
- Experience working with various stakeholders, both internal and external at grass roots and governmental levels;
- Working knowledge of computer skills, including Microsoft Office;
- Working knowledge of Energy and Natural Resource sectors an asset;
- Strong interpersonal, organizational, time management and communication skills;
- Public speaking, public relations and data analysis skills an asset;
- Ability to present in both large and small groups to a variety of audience members;
- Ability to take detailed meeting notes, prepare reports and briefing notes;
- Knowledge of the Ontario Heritage Act and related legislation;
- Knowledge of Ontario's archaeological consulting industry and cultural heritage resource conservation and management theories, principles, practices and techniques;
- GPS mapping skills an asset;
- Ability to multi-task and set priorities, including adjusting priorities based on need;
- Ability to work in a team and individually;
- Proactive problem solver with excellent conflict resolution skills;
- Excellent organizational, time and file management skills;
- Ability to maintain strict confidentiality;
- Experience with budgets and financial management.

Behavioural Competencies:

- 🌟 Strong proven leadership abilities
- 🌟 Empathetic and non-judgemental
- 🌟 Honest, respectful and trustworthy
- 🌟 Indigenous-centered service approach
- 🌟 Results Oriented
- 🌟 Personal Effectiveness
- 🌟 Dedication to continuous learning and self-improvement
- 🌟 Demonstrate sound work ethic
- 🌟 Demonstrate keen attention to detail
- 🌟 Proven ability to work with people of diverse education, cultural and language backgrounds

Working Conditions:

- 🌟 Extended periods of sitting, standing or walking
- 🌟 Moderate periods of concentration
- 🌟 When on site, may be required to walk on rough terrain and in a variety of weather conditions
- 🌟 Local travel with some extended travel from time to time
- 🌟 Occasional travel with little notice
- 🌟 Interaction with employees, management and the community
- 🌟 May have to deal with upset clients from time to time
- 🌟 Occasional overtime or requirement to work in the evenings

Application Process:

If you are interested in this opportunity and possess the above list of qualities and requirements, please forward your resume quoting the position title and job number, with a cover letter via mail, email, or in person to:

By Mail: Hiawatha First Nation
431 Hiawatha Line
Hiawatha, ON
K9J 0E6
ATTN: Zachary Friar, HR Coordinator

By email: hr@hiawathafn.ca

For more information please contact Zachary Friar at (telephone) 705-295-4421 ext. 209 or (email) hr@hiawathafn.ca.

To find out more about Hiawatha First Nation, please visit our website at www.hiawathafirstnation.com

- 🌟 *The tentative interview date(s) are subject to change and are posted for planning purposes only*
- 🌟 *Hiawatha is grateful for all who show interest in our First Nation and take the time to apply, however, only those chosen for an interview will be contacted*
- 🌟 *Late applications will not be considered*
- 🌟 *Hiawatha is an equal opportunity employer, as well, Hiawatha references Canada's Aboriginal Employment Preferences Policy*
- 🌟 *Internal postings are for current staff and citizens of Hiawatha, Internal/External postings will give preference to internal applicants first*

We, the Mississauga of Hiawatha First Nation, are a vibrant, proud, independent and healthy people balanced in the richness of our culture and traditional way of life.