



Chippewas of the Thames First Nation

320 Chippewa Road, Muncey Ontario N0L 1Y0 Tel: (519) 289-5555 Fax: (519) 289-2230

Chippewas of the Thames First Nation is accepting applications for the current vacancy:

Funding Coordinator & Environmental Field Liaison Lead

REPORTS TO: Treaties, Lands & Environment Director

DEPARTMENT: Treaties, Lands and Environment

LOCATION: 320 Chippewa Road, Chippewas of the Thames First Nation

TERM: Full-time, 37.5 hours per week, Monday to Friday, 8:30 a.m. – 4:30 p.m.

POSTING DATE: October 3rd, 2025

CLOSING DATE: October 24th, 2025

Summary

The Funding Coordinator & Environmental Field Liaison (EFL) Lead will be a part of the Treaties, Lands & Environment Department and will coordinate departmental funding and lead COTTFN's Environmental Field Liaison program. The Funding Coordinator & EFL Lead will manage streamlined protocols for funding agreements—tracking payables, invoicing, cheque runs, and creating user-friendly systems for general ledger and income statement reporting that support budgeting and decision-making. This position will oversee EFL operations by arranging contracts and invoicing, monitoring call-outs, coordinating training and community engagement, and introducing new technologies to improve field deployment and administration. The position collaborates with the Consultation Unit, Finance, and TLE sub-units to standardize accounting and reporting across programs, and thrives on organization, accuracy, and proactive communication.

Responsibilities

- Develop and manage protocols for TLE funding agreements, track accounts payable, invoicing, and cheque runs and build user-friendly systems to monitor GL and Income Statement activity for regular budgeting and decision-making reviews.
- Operate and improve COTTFN's Environmental Field Liaison program by arranging contracts and invoices, monitor call-outs, coordinate EFL training and community engagement, and ensure all deployment steps are followed.
- Introduce and use new technologies/platforms to streamline EFL deployment and related administration.
- Work closely with the AFL Coordinator, the Consultation Unit, TLE teams, and Finance to align procedures and systems across programs.
- Develop compatible accounting and bookkeeping systems for TLE sub-units that meet organizational standards and departmental needs and that support regular reporting.



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- Interact professionally with members, staff, visitors, government partners, and proponents.

Qualifications

- Bachelor's degree with skills and experience in administration/operations management; Master's degree preferred.
- Administration and operations management experience preferably related to funding and reporting; First Nations work experience is an asset.
- Excellent working knowledge of Microsoft Excel and Office; accounting knowledge or willingness to learn (e.g., Sage) considered an asset.
- Strong organization, time-management, prioritization, accuracy, and attention to detail under tight deadlines
- Clear written and verbal communication; ability to communicate effectively at all levels and work both independently and as part of a team.
- Customer-service orientation and adaptable with problem identification and resolution skills
- Ability to focus for extended periods on computer-based work with flexibility for occasional events, travel, and overtime as required.

Hiring of Indigenous people will be given preference, please identify in your application.

Interested applicants, please submit a cover letter, resume, and copies of education documents to:

human.resources@cottfn.com

or

320 Chippewa Road, Muncey, ON N0L 1Y0

Please clearly mark: **"Funding Coordinator & EFL Lead"**

NOTE: We thank all candidates for applying; however, only those selected for an interview will be contacted. Accommodations are available on request for candidates taking part in all aspects of the selection process.