



Siksika Family Services Corporation

CORPORATE SERVICES

Project Manager Assistant

February 2026

Closing Date: OPEN until suitable candidate is selected



GENERAL STATEMENT OF POSITION:

Reporting to the Chief Executive Officer and working within the Corporate Services team, the Project Management Assistant supports the coordination, tracking, and implementation of organization-wide projects, accreditation activities, and operational initiatives within Siksika Family Services Corporation (SFSC).

This role is responsible for providing hands-on project coordination and administrative support to ensure projects, accreditation processes, and operational priorities are implemented on time, documented appropriately, and aligned with organizational standards and Siksika Nation values.

The Project Management Assistant plays a key role in strengthening internal systems, supporting quality assurance, and building organizational readiness, while developing practical skills in project planning, accreditation support, and operational implementation.

DUTIES & RESPONSIBILITIES:

Project & Operational Support

- Assist with the coordination of organization-wide and departmental projects, including tracking timelines, milestones, and deliverables.
- Support the implementation of operational plans developed by senior leadership.
- Maintain project documentation, schedules, action logs, and follow-up lists.
- Assist with preparing project updates, summaries, and reports for internal use.

Accreditation & Quality Support

- Support accreditation and certification processes by organizing documentation, tracking requirements, and coordinating information requests.
- Assist departments with gathering, organizing, and updating accreditation-related materials.
- Support corrective action plans by tracking tasks and timelines.
- Help maintain systems for continuous quality improvement and compliance.

Policy, Procedure & Documentation Support

- Assist with formatting, organizing, and updating policies and procedures.
- Support document control systems to ensure current versions are accessible and archived appropriately.
- Help coordinate policy review cycles and staff communication related to updates.

Occupational Health & Safety (OHS) Support

- Assist with maintaining OHS documentation, training records, and incident reporting logs.
- Support coordination of OHS-related training and compliance activities.
- Work with Corporate Services and program staff to support a safe work environment.

Coordination & Communication

- Support cross-departmental coordination by scheduling meetings, tracking action items, and following up on assigned tasks.
- Communicate with Managers and staff to support timely completion of assigned project tasks.
- Assist with meeting preparation, note-taking, and follow-up documentation.

Please email hrm@siksikafamilyservices.com for full job description

EDUCATION AND EXPERIENCE:

Minimum Requirements

- High school diploma or equivalent
- Combination of relevant work experience, training, and demonstrated skills will be considered

Preferred (Not Required)

- Certificate, diploma, or coursework in project management, business administration, office administration, or a related field
- Project management training or micro-credentials (formal certification not required)
- Experience working within Siksika Family Services Corporation or another Indigenous organization

Resumes, cover letter and other documents listed below should be emailed to hrm@siksikafamilyservices.com



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Please quote **Project Manager Assistant** in your cover letter.



IMPORTANT: All applications **must** be complete and include the following:

1. Degree/Diploma/Certificates and/or other pertinent related documents.
2. Clear Criminal Record and Child Intervention Check.
3. Copy of Driver's License.

We thank all those applicants in advance, however only those candidates selected for an interview will be contacted.