



Job Title: Thunderbird Collective Program Coordinator (Part-Time, Contract)

Reports to: Program Manager, Thunderbird Collective

Location: Remote

Contract Length: January 2026 - March 31, 2027, with possibility of extension for 1 additional year

Hours: up to 32 hours/week

Compensation: \$40.00 - \$50.00/hour depending on experience level

About Us

The *Thunderbird Collective* provides a safe, ethical space for Indigenous Peoples to work together: supporting and advocating for Indigenous involvement and leadership in wildland fire management. The work is grounded in four core pillars: knowledge sharing, advocacy, land-based cultural practices and sovereignty.

The initiative is hosted by the Centre for Northern Conservation in partnership with the Indigenous Leadership Initiative, who together support the delivery and governance of this collaborative work.

Position Summary

The Program Coordinator plays a key role in supporting the deliver and administration of national grants program. This position helps strengthen the Thunderbird Collective by coordinating grants and program activities to ensure the smooth and effective program implementation.

This is a part-time position that works closely with Indigenous communities and partners to support relationship-based, culturally grounded program delivery. The successful candidate will provide support across project management, relationship building and community networking, as well as administrative and operational functions. The Program Coordinator works closely with internal staff, funding partners and community representatives to support project objectives and ensure accountability and effective communications throughout the grant lifecycle.

Key Responsibilities

Program Coordination and Project Support

- Support the full lifecycle of the administration of the national grants program, including application intake, review coordination, and through to payment processing and reporting follow-up.
- Collect and organize photos, quotes and documentation to support monitoring and reporting.
- Maintain accurate records in the grant management system and tracking tools.
- Support schedules, documentation, reporting and follow-up on action items.
- Identify risks or delays and support solutions to keep projects on track.

Partnership and Community Engagement

- Support relationship-building with Steering Committee members, working groups, Indigenous communities and partners.

- Serve as a liaison to ensure timely communication on project progress and changes.
- Support partnership activities and respond to grant-related inquiries.
- Collaborate with Communications to support grant announcements and materials.

Administrative and Operational Support

- Coordinate meetings, events, schedules, and travel arrangements, including agendas, minute-taking and action tracking.
- Track attendance, work hours and schedule changes, reporting regularly to the Program Manager.
- Support invoicing and compliance requirements for Indigenous communities and partners.
- Assist with the preparation of internal and external reporting as required.
- Maintain databases, records and knowledge management activities.
- Sort, prioritize and respond to general email inbox in a timely and professional manner.
- Handle sensitive information confidentially and accurately.
- Assist with special projects and cross-team initiatives as assigned.

Qualifications and Experience

- Post-secondary college diploma program in business, administration or a related field.
- Minimum three (3) years professional experience in project coordination or administration, preferably with non-profit or Indigenous-led organization.
- Ability to work with budgets and Excel spreadsheets to track spending, support reporting, and flag any potential financial issues or concerns.
- Experience working with Indigenous communities or organizations or lived experience.
- Experience supporting government-funded grant programs and familiarity with grant management tools (e.g., Monday.com).
- Highly organized, with a proven ability to manage multiple priorities, track details accurately, and meet deadlines in a fast-paced environment.
- Strong interpersonal, communication, and relationship management skills with the ability to work independently and collaborate with cross-functional teams and Indigenous partners.
- Proficient in Microsoft Office Suite (Word, Outlook, PowerPoint) and cloud-based collaboration tools (Teams, Zoom, SharePoint, Google Workspace).
- Flexible, resourceful and able to thrive in a small team environment where priorities may shift.
- Willingness and ability to travel across Canada for in-person meetings and events, with notice.

How to Apply

Please submit your resume, a cover letter and two references to program.manager@thunderbirdcollective.ca by January 30, 2026.

As an Indigenous-led initiative, the Thunderbird Collective values lived experience and Indigenous ways of knowing. Preference may be given First Nations, Metis or Inuit candidates, especially those with an interest or experience in Indigenous Fire Stewardship. We are also committed to diversity, equity and inclusion (DEI) and welcome applicants from diverse backgrounds who share these values.