



Siksika Family Services Corporation
CORPORATE SERVICES
BILL C-92 COORDINATOR



Siksika/Calgary

12–18-month contract – Temporary Full-time

Closing Date: April 23, 2026.

04/26

GENERAL STATEMENT OF POSITION:

The Siksika Nation Bill C-92 Coordinator provides administrative, coordination, and project support to advance the implementation of An Act respecting First Nations, Inuit and Metis children, youth and families, S.C. 2019, c. 24 ("Bill C-92").

This role supports planning, alignment, and communication efforts across departments and stakeholders. The coordinator works closely with leadership and project leads to helping organize activities, track progress, and ensure that initiatives are coordinated in a way that reflects Siksika values, Blackfoot protocols, and community priorities.

REPORTS TO: Director of Children's Services, Bill C-92 Manager

Duties & Responsibilities:

Project Planning & Administrative Support

- Assist in developing and maintaining project plans, timelines, and tracking tools.
- Coordinate meetings & internal workplans across departments (Prevention, Protection, Governance, HR, Finance, etc.)
- Track progress, identify risks, and support mitigation strategies.
- Prepare briefing materials, status reports, and implementation updates for leadership.
- Maintain organized records, files, and documentation.

Strategic Alignment:

- Support communication and coordination between internal departments.
- Ensuring alignment between Siksika Family Services programs and Bill C-92 principles and requirements.
- Support the integration of Siksika laws, customs, and Blackfoot protocols into planning processes.
- Help ensure materials and activities are aligned with organizational priorities and timelines.
- Assist in organizing community engagement sessions, meetings, and gatherings
- Prepare materials for meetings with Elders, leadership, and partners.

Research & Documentation

- Conduct basis research and gather information on Bill C-92 implementation practices.
- Assist in drafting documents, summaries, and reports.
- Support the development of templates, tools, and presentations materials.

Reporting Support

- Compile updates, data, and information for reports.



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- Maintain tracking systems for deliverables and timelines.
- Support preparation of internal and external reporting materials.

EDUCATION AND EXPERIENCE:

- Diploma or degree in Administration, Indigenous Studies, Social Work, Business, or a related field.
- Equivalent combination of education and experience will be considered.
- 1-3 years of experience in administrative, coordination, or project support roles.
- Knowledge and proven experience in working with Government, Legislation and Policies.
- Experience in working and knowledge of federal, provincial and other Child Welfare agencies.

Resumes and cover letters should be emailed to hrm@siksikafamilyservices.com

Please quote **Bill C-92 Coordinator** on your application.

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.