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AMENDED EMPLOYMENT OPPORTUNITY – Temporary Grant Coordinator
Staffing Process Number: ACFN-2026-024

Athabasca Chipewyan First Nation (ACFN) is seeking one (1) Grant Coordinator, to join Team ACFN for a full-time ***temporary position with the possibility of extension**. This position consists of 5 days on, 2 days off: Monday to Friday, **7.5-hour days, and 37.5 hours per week**. This is a local position to **Fort McMurray, AB**, However, schedule and location may change from time to time to meet operational requirements.

Reporting to the Financial Controller or designate, the Grant Coordinator ensures effective grant administration, internal controls, and compliance with ACFN/Dene Lands Resources Management (DLRM) financial policies and procedures.

GENERAL RESPONSIBILITIES

The major areas of the Grant Coordinator include:

- Lifecycle Administration: Coordinate applications, funding agreements, files, Monday.com boards, and grants calendar.
- Financial Oversight: Track grant budgets, expenditures, support grant-related audits, and financial reporting.
- Reporting & Documentation: Prepare financial, statistical, and narrative reports with team members and maintain supporting documentation.
- Compliance & Monitoring: Track deadlines, deliverables, requirements, risks, and compliance with funding agreements.
- Relationship Management: Liaise with ACFN, DLRM, funders, government agencies, and donors; support staff with funding requirements.
- Process Improvement: Improve and standardize grant application, tracking, reporting, and record-keeping processes.
- Strategic Growth: Research funding opportunities, support grant writing, and coordinate funding plans and timelines across ACFN and DLRM.
- **Full Position Description available upon request.**

QUALIFICATIONS

- Diploma or a University degree in Business Administration, Public Administration, Finance, Indigenous Governance, Community Development, or in a related field or an equivalent combination of education (Grade 12), training and Two to Five (2-5 years) of experience in a related industry may be considered as an alternative to a diploma or university degree.
- Two to Five (2-5) years of grant administration, Public Administration, Finance, Indigenous Governance, Community Development, or in a related field, fundraising, or project coordination.
- Class five (5) Driver's Licence with a clean 5-year Driver's Abstract are assets.
- Proficiency with Microsoft Office (MSWord, Excel, Outlook and PowerPoint). Interested applicants are invited to e-mail a covering letter and resume to HR@acfn.com.

Resumes will be accepted until September 25, 2026; by 5:00 pm

Marsi chogh/Thank you to all who apply, however only those selected for an interview will be contacted. Employment Equity is a factor in the selection process. Applicants are requested to include in their covering letter or résumé if they self-identify and are a member of the following group: Indigenous people.

