



Saskatchewan Indigenous Cultural Centre

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Job Title: PROJECT SUPPORT COORDINATOR

Date: August 11, 2025

The Saskatchewan Indigenous Cultural Centre (SICC) invites applications for the position of Project Support Coordinator. The Project Support Coordinator plays a vital role in assisting project managers and teams to ensure projects are delivered on time, within scope, and on budget. Key duties include coordinating meetings, tracking project progress, maintaining documentation, managing communications among stakeholders, and supporting resource allocation.

Qualifications:

- A minimum of a two-year diploma in business/organizational management or related field or equivalent education and experience
- A minimum of 7 years progressively more responsible administrative experience in an executive office, preferably in a First Nation's organization
- Should have a minimum of two years' experience providing support to an Executive or senior officer
- Ability to speak a First Nation language would be an asset

Knowledge, Skills and Abilities:

- Knowledge of administrative procedures and systems within the office environment including processes, practices and computer applications
- Extensive experience in providing executive support and assistance at a senior level and an ability to effectively organize meetings, travel, community visits, and special projects
- Capacity to maintain a high degree of discretion and exercise sound judgment in dealing with sensitive and confidential matters
- Must be able to function in a computerized environment and possess an excellent knowledge of the current Microsoft Office software, including word processing, spreadsheet, database, and presentation computer programs
- Excellent interpersonal skills and demonstrated ability to work collaboratively and effectively with a broad range of individuals and groups
- Ability and willingness to travel (holds a valid Saskatchewan Drivers' License and owns a reliable vehicle)

How to Apply:

A complete application consists of:

1. A letter of interest addressing the qualifications for the position
2. A current resume or curriculum vitae
3. The names and contact information of three professional references

Please send your documentation to: hr@sicc.sk.ca.

Application should be submitted by **August 22, 2025**; however, position will remain open until filled.

We sincerely thank all those candidates who apply for their interest; however, only those selected for an interview will be contacted.