



Native Council of PEI

Job Posting – Project Coordinator (Iga'tagu'tieg – We Are Planting)

Job Title:	Iga'tagu'tieg – “We Are Planting” Project Coordinator	Position Type:	Full Time (Term) – starting in August 2026 and ending July 31 st , 2027
Location:	Charlottetown, PEI	Travel Required:	Frequently (Province wide)
Wage:	\$23/hour	Hours Per Week:	37.5
HR Contact:	humanresources@ncpei.com 902-892-5314	Date Posted:	July 30, 2026
Website:	http://ncpei.com/employment/	End Date:	Competition will remain open until filled.

Applications Accepted By:

FAX OR EMAIL: RESUME AND COVER LETTER TO HUMAN RESOURCES

Subject Line- Iga'tagu'tieg – “We Are Planting” Project Coordinator

Email- humanresources@ncpei.com

Job Description

POSITION SUMMARY:

The Project Coordinator will coordinate the Iga'tagu'tieg (We Are Planting): Healing Through Growing and Preserving Traditional Medicines and Foods project, supporting Sixties Scoop Survivors, their families, and descendants through land-based healing, traditional medicines and foods, gardening, cultural teachings, and community programming. The Coordinator will travel between NCPEI's Charlottetown and Portage locations to facilitate workshops, engage participants, and work collaboratively with Elders, Knowledge Keepers, and community partners to deliver project activities. The project is designed to promote healing, strengthen cultural identity, and foster community connections through Indigenous knowledge and traditional practices.

ROLE AND RESPONSIBILITIES

- Coordinate all project activities and timelines.
- Facilitate gardening, harvesting, and food preservation workshops.
- Coordinate community kitchen activities and seasonal programming.
- Work collaboratively with Elders, Knowledge Keepers, and community partners.
- Recruit, support, and engage project participants.
- Travel regularly between Charlottetown and Portage program sites.
- Develop educational resources and workshop materials.
- Monitor project activities and maintain participant records.
- Collect participant feedback and assist with project reporting.
- Promote the program while maintaining participant confidentiality.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Minimum two years post-secondary education in Indigenous Studies, Social Work, Community Development, Environmental Studies, Education, or a related field (or equivalent education and experience).
- Experience working with Indigenous communities and facilitating community-based programming.
- Knowledge of Indigenous culture, traditional medicines, foods, and land-based learning.
- Strong organizational, communication, and interpersonal skills.
- Experience preparing reports and maintaining project documentation.
- Ability to work independently and collaboratively.
- Valid driver's licence and reliable vehicle.
- Gardening, horticulture, or food preservation experience is considered an asset.

***PLEASE NOTE: Only candidates chosen for an interview will be contacted.**