# EMPLOYMENT OPPORTUNITIES

## Atlantic Region Aboriginal Lands Association

**Join Our Team – Project & Communications Coordinator**

The Atlantic Region Aboriginal Lands Association (ARALA) is a non-political, Indigenous-led membership-driven, and not-for-profit organization dedicated to supporting First Nations land managers throughout Atlantic Canada. Since its Establishment in 2000, ARALA has worked to strengthen professional capacity, promote collaboration, and advance effective First Nations land management.

ARALA is seeking a highly organized, creative and motivated Project and Communications Coordinator to join our team. This position offers an opportunity to contribute to meaningful initiatives that support professional development, strengthen member engagement, and enhance communications with First Nations communities and partners.

Working closely with the Executive Director, the successful candidate will coordinate projects, support training and events, develop engaging communications. The ideal candidate is a collaborative team player with strong organizational and communications skills, attention to detail, and a commitment to supporting ARALA's mission and goals.

**Employment Opportunity**

**Location:** Elsipogtog First Nation Office (potential for hybrid)

**Reports to:** Executive Director

**Employment type:** Full-time Contract to March 31, 2029 (renewal possibility)

**Salary and benefits:** $55,000-$64,000 based on experience

**Project Coordination**

- Coordinate project activities, schedules, deliverables, and reporting
- Support project planning, funding proposals, evaluations and follow-up
- Monitor project progress and maintain accurate records

**Communications and Membership Engagement**

- Develop newsletters, announcements, promotional materials and digital communications
- Maintain ARALA's website, social media platforms, and communications calendar
- Promote organizational materials, announcements and membership engagement initiatives

**Training and Event Coordination**

- Coordinate workshops, conferences, meetings, and professional development training
- Coordinate registration, travel arrangements, accommodations, and participant communications
- Prepare event materials, evaluations, and follow-up reports

**Qualifications and Skills**

A diploma or degree in project management, communications, public relations, business or office administration and digital media. Equivalent education, training and experience may be considered.

- Experience in project coordination, event coordination, and developing professional written and digital content.
- Experience preparing newsletters, promotional materials, and social media content
- Strong written and interpersonal communication skills.
- Proficiency with Microsoft 365 and familiarity with digital communications platforms.
- Ability to manage multiple priorities, work independently, and collaborate effectively.

**Assets include:**

- Experience working with First Nations communities, Indigenous organizations, or not-for-profit association
- Knowledge of First Nations land management and land regimes

**Working Conditions**

The position may require occasional travel throughout the Atlantic Region and elsewhere. Some evening or extended hours may be needed for meetings and events. A valid driver's licence and ability to travel is required.

**Job descriptions**

Complete job description is available upon request

**How to Apply**

Email the following to Norah Ward-Osmond, Executive Director, Atlantic Region Aboriginal Lands Association at ed@arala.ca:

1. Covering letter indicating the position applied for
2. Résumé
3. Letters of reference upon request

**Send To:** Norah Ward-Osmond
Atlantic Region Aboriginal Lands Association
29 Big Cove Road
Elsipogtog, NB, E4W 2S1

**Closing Date:** **Friday, November 18th, 2026, at 4:30 AST** (late applications will not be accepted)

**Thank you to all applicants; however, only those selected for an interview will be contacted.**