



JOB POSTING:

Blackfoot Entrepreneur Business Network (BEBN) Project Coordinator

Blackfoot Confederacy Tribal Council

Employment Type: Full-Time, 3-Year Contract

Work Location: Hybrid – Office located in Calgary, AB, with regular travel to Siksika Nation, Blood Tribe (Kainai), and Piikani Nation

Reports to: Chief Executive Officer, Blackfoot Confederacy Tribal Council (BCTC)

Number of Positions: One (1)

Posting Closing Date: Thursday, July 30, 2026

About the Role:

The BEBN Project Coordinator leads implementation of the Blackfoot Entrepreneur Business Network, serving as the operational hub for program delivery, stakeholder engagement, monitoring, and reporting in alignment with funder objectives, community priorities, and Indigenous-led economic development principles. This role manages high-volume entrepreneur intake, mentorship coordination, event logistics, and the BEBN CRM system, while providing direct support to participants and collaborating with mentors, Elders, business advisors, and community representatives. Regular on-nation presence is required for program delivery and engagement, with the primary office in Calgary and regular travel to Siksika, Kainai-Blood Tribe, and Piikani Nations; all work follows Blackfoot cultural protocols.

Key Responsibilities:

- Deliver entrepreneurship support (intake, orientation, referrals) to Blackfoot entrepreneurs from Siksika, Blood Tribe, and Piikani Nation.
- Maintain regular on-nation presence for program delivery, workshops, mentorship, and engagement.
- Respond to high-volume inquiries via phone, email, and in-person with culturally appropriate service.
- Coordinate workshops, training, mentorship, competitions, and networking events.
- Travel regularly to Siksika and Piikani Nations (in addition to Calgary office).

- Provide case management and referrals to business supports, financial resources, and economic development services.
- Liaise with mentors, Elders, advisors, partners, and external organizations.
- Coordinate community engagement to promote BEBN programming and services.
- Manage the BEBN CRM system; track participant engagement, services, and outcomes.
- Prepare reports for funders and leadership; identify policy gaps and advocate for improvements.
- Support communication strategies, including promotion of success stories and program impacts.
- Build and maintain stakeholder and partner networks.
- Represent BCTC at Economic Development and Employment Tables; coordinate quarterly meetings with Blackfoot economic and employment managers.
- Maintain organized program files and ensure confidentiality compliance.
- Stay current on economic development programs and pursue professional development.

Qualifications:

Education & Experience:

- Post-secondary education in business, project management, economic development, or a related field.
- Demonstrated experience in community-based projects, business development, or entrepreneurial support initiatives.
- Experience with funding applications, contribution agreements, and reporting requirements is strongly preferred.

Technical Skills:

- Demonstrated proficiency in Microsoft Office (Word, Outlook, Excel, PowerPoint) and database management (CRM or similar).
- Ability to maintain digital and physical filing systems for program records.
- High degree of discretion and integrity in handling confidential information.

Core Competencies:

- Demonstrated understanding of the unique economic development barriers, business access challenges, and needs of Blackfoot Confederacy Nation's members.
- Exceptional interpersonal, listening, and assessment skills.
- Creative, resourceful problem solver who excels in resolving communication issues and economic development challenges.
- Strong written/verbal communication and presentation skills.
- Cultural Sensitivity: Knowledgeable and sensitive to Blackfoot culture, beliefs, issues, and barriers. Knowledge of or lived experience within Blackfoot communities is highly valued. Ability to speak and understand Blackfoot is considered a valuable asset.

- Discretion in handling confidential program information in compliance with privacy laws and BCTC policies.

Additional Requirements:

- Valid driver's license and willingness to travel extensively and regularly within Blackfoot Confederacy Territory in Canada and the United States of America.
- Ability to work flexible hours when needed for community events or deadlines.
- Must be able to work both independently and within a multi-disciplinary team.
- Satisfactory Criminal Record Check and Vulnerable Sector Check.

Work Environment & Requirements:

- **Work Environment:** Hybrid – a combination of in-office work at the Blackfoot Confederacy Calgary Branch Office and remote work as required.
- **Travel Requirement:** Regular travel to Siksika Nation and Piikani Nation is mandatory. Regular scheduled presence on all three nations (Siksika, Kainai-Blood Tribe, Piikani) is required for program delivery and community engagement.
- **Primary Office Location:** Blackfoot Confederacy Calgary Branch Office (7535 Flint Road SE, Calgary, AB T2H 1G3).
- **Core hours:** Monday–Friday, 9:00 AM – 5:00 PM, with occasional evenings/weekends required for events or deadlines (advance notice provided).

Why Join Us?

- Play a key role in advancing economic and business development for Blackfoot entrepreneurs from the Blackfoot Confederacy Nations.
- Work within a culturally supportive Blackfoot environment and collaborate directly with community leaders, mentors, Elders, and economic development partners.
- Build specialized skills in First Nations-led economic development, program coordination, stakeholder engagement, and results-based reporting.

How to Apply:

For more information and/or to request an **application package**, please email Blackfoot Confederacy Tribal Council Human Resources at: admin@blackfootconfederacy.ca

Deadline to Apply: Thursday July 30, 2026, 5:00pm MST

Blackfoot Confederacy Tribal Council thank all interested applicants and advises that only those selected for an interview will be contacted.