	Doc. Number	
	Doc. Title	JOB DESCRIPTION
	Rev. No.	01
	Issue Date:	

JOB DESCRIPTION

JOB INFORMATION	
Position Title	Junior Project Coordinator
Reports to	Manager

Ripplewood Professional Services is a startup company committed to creating **Ripples of Impact, Rooted in Strength** by supporting Indigenous communities in environmental stewardship, sustainable land management, and economic development. As a 100% Indigenous owned company, we partner with Indigenous nations and industry leaders to deliver **construction-focused environmental services, land-use planning, and sustainability initiatives**.

Overview

Ripplewood is seeking a **Junior Project Coordinator** to support environmental and construction-based projects, with a strong focus on engaging with First Nations. This role is ideal for someone passionate about environmental management, sustainability, and Indigenous engagement, who thrives in a dynamic and hands-on project environment.


Key Responsibilities

Project Coordination & Support

- Assist in the planning, coordination, and execution of **environmental and construction-based projects**.
- Support **land-use planning initiatives** for First Nations, ensuring projects align with community priorities and cultural values.
- Work closely with Senior Project Coordinators and Advisors to track project progress and deliverables.
- Ensure compliance with **environmental regulations, permitting, and reporting** for various projects.
- Participate in on-site visits, environmental monitoring, and data collection as required.

Stakeholder & Indigenous Engagement

- Support engagement with Indigenous communities, leadership, and stakeholders to ensure culturally respectful project delivery.
- Assist in coordinating meetings, preparing presentations, and documenting discussions with First Nations and industry partners.
- Contribute to capacity-building initiatives by identifying opportunities for local employment and training.

	Doc. Number	
	Doc. Title	JOB DESCRIPTION
	Rev. No.	01
	Issue Date:	

Administration & Reporting

- Prepare reports, tracking documents, and project summaries for internal and external use.
- Assist in managing project budgets, timelines, and logistics.
- Maintain project files, regulatory documents, and correspondence.

Job Requirements

Qualifications and Experience

- **Degree or diploma** in Environmental Science, Land-Use Planning, Indigenous Studies, Natural Resource Management, or a related field.
- 1-3 years of experience in project coordination, environmental services, or land management (co-op or internship experience considered).
- Familiarity with **environmental regulations, permitting processes, and land-use planning frameworks**.
- Strong organizational, communication, and time-management skills.
- Experience working with **Indigenous communities** is a strong asset.
- Ability to work both in-office and on-site as needed.

What we offer:

- Meaningful work that supports Indigenous communities and environmental sustainability.
- Hands-on experience in environmental and construction projects with mentorship from industry experts.
- A collaborative and supportive team environment.
- Competitive salary and opportunities for professional growth.
- Individuals who are legally entitled to work in Canada
- Preference will be provided to Indigenous persons living in Canada

An Indigenous person is a North American Indian or a member of a First Nation, Métis, or Inuit. North American Indians or members of a First Nation include treaty, status, or registered Indians, as well as non-status and non-registered Indians. Our underlying mandate is to drive employment for local Indigenous and partnering communities, as we strongly believe that employment and education is essential for positive social, cultural, and economic change. We adhere to Sections 1-9 of the Aboriginal Employee Preference Policy as defined by the Canadian Human Rights Commission for selection and only selected candidates will be contacted.