

Local Internship Program Coordinator (19 Month Contract)

 wbafn.com/jobs/local-internship-program-coordinator-19-month-contract

February 6, 2026



Department: Lands Department | **Reports To:** Executive Director

Status: Full-Time, 19-Month Contract

Location: Pickerel or Sudbury, ON (with regional travel)

About WBAFN

Waabnoong Bemjiwang Association of First Nations (WBAFN) supports member First Nations through services in housing, infrastructure, environment, and community development, promoting sustainability and self-determination.

Position Summary

WBAFN is seeking a Local Internship Program Coordinator to supervise up to 12 interns in a 15-month environmental and water stewardship program in partnership with Water First. The Coordinator will oversee recruitment, training logistics, and work placements while supporting intern success.

Key Responsibilities

- Support recruitment, hiring, and onboarding
- Act as main contact for interns, Water First, and WBAFN
- Monitor attendance and performance
- Coordinate training workshops and travel
- Approve timesheets and manage expenses
- Support supervisors and address issues
- Organize graduation and program gatherings

Qualifications

Required:

- Strong communication and organizational skills
- Experience working with Indigenous communities
- Valid Class G Driver's License and ability to travel
- Proficiency in Microsoft Office

- Ability to work independently and adapt

Assets:

- Recruitment experience
- Environmental background
- Related post-secondary education
- Member of an affiliated First Nation (preferred)

Work Conditions

- Based in Pickerel or Sudbury
- 25–30% regional travel (reimbursed)
- Some outdoor work required
- Ability to lift up to 50 lbs during training

How to Apply

Submit your resume and cover letter by **February 27, 2026** to:

 ashley.zelionka@wbafn.com

WBAFN encourages qualified Indigenous candidates to apply.

Job Type: Contract