



## ASSISTANT OPERATIONS COORDINATOR

### **Get to know us:**

The Geraldton Community Forest (GCF) is in North Western Ontario within the Municipality of Greenstone and is in the heart of the industrial Boreal Forest. Today, GCF is a multifaceted organization that is involved in operational forestry, forest fire services and the training associated with these operations. More information is available by visiting our website at [www.gcfi.net](http://www.gcfi.net) .

### **The Role:**

Geraldton Community Forest Inc. (GCF) is looking for a keen and enthusiastic person to join our team. The Assistant Operations Coordinator will be responsible for supporting and coordinating remote forestry, forest fire fighting, logistics, and operational activities across Ontario. This role supports the Operations Coordinator and management team by ensuring day-to-day operations run efficiently, field teams are supported, and communication between remote sites and management remains clear and effective.

### **Key Responsibilities:**

- Support and coordinate remote forest fire fighting operations
- Assist with supervising and supporting remote forestry operations
- Coordinate operational logistics, including planning, scheduling, and resource support
- Provide support to remote kitchen and camp operations
- Train, mentor, and support employees on operational procedures and best practices
- Assist with supervision of remote and dispersed teams to ensure operational and safety standards are met
- Maintain effective communication with field staff, management, and external partners
- Provide ongoing administrative and operational support to the Operations Coordinator and GCF management
- Assist with problem-solving in dynamic and remote operational environments

### **Required Qualifications:**

The successful candidate will possess:

- Strong organizational, planning, and time-management skills
- Strong verbal and written communication skills
- Ability to communicate clearly with individuals and groups
- Ability to train and support employees
- Ability to work independently in remote and operational environments
- Valid driver's license
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook)
- Based out of Geraldton, Ontario and travel across Ontario as required
- Legally eligible to work in Canada



**Preferred Qualifications (Assets):**

- Experience or training related to forest fire fighting operations
- Experience or knowledge of forestry operations
- Experience coordinating remote or field-based operations
- Experience with logistics coordination and resource planning
- Experience supervising remote or dispersed teams
- Familiarity with remote kitchen or camp operations
- Previous experience in an operations support or coordinator role

**Application Process:**

Geraldton Community Forest Inc. is an innovative, responsive, and accountable company, striving to be diverse, inclusive, accessible, respectful and equitable. We encourage and welcome applicants from underrepresented groups (Indigenous, racialized and persons with disabilities) to apply. If you require disability-related accommodation, please call us at 807-854-2335 ext 0 or email [donna.pelletier@gcfi.net](mailto:donna.pelletier@gcfi.net).

Please apply via email or regular mail. Resumes must be received prior to 3 pm February 27, 2026. We thank all candidates for their interest, however, only those selected for an interview will be contacted.

**Job Type:** Full Time

**Location:** Geraldton, Ontario

**Wage:** Competitive salary and benefits. Contact the office for more detailed information.

**Closing Date:** Resumes must be received prior to 3 pm February 27, 2026.