



Anishinaabeg of Naongashiing

Box 335, Morson, ON POW IJO • Phone: 807 488 5602 • Fax: 807 488 5942 • Toll-Free 1-888-238-0102

The Anishinaabeg of Naongashiing Invites Applications for the position of Director of Operations

The Director of Operations reports to the Chief and Council of the Anishinaabeg of Naongashiing and is responsible for providing financial and operational management to the First Nation. The Operations Director will plan, coordinate, direct, supervise, the staff and financial resources in carrying out the programs and services which result from Chief and Council's policy decisions.

As a valued member of the management team, the Director of Operations will lead and provide advice and guidance on a wide range of projects and participates in the strategic direction setting and decision making. In addition, the Director of Operations ensures the communications, finance, governance, human resources, policy development are delivered efficiently and cost effective.

The Director of Operations functions under the policies and procedures, vision, mission, scope and core values of Anishinaabeg of Naongashiing and contributes to the accomplishment of the strategic priorities of the First Nation.

Organizational Responsibilities:

- Work directly with both levels of government, First Nation communities, First Nation Organizations and other stake holders.
- Oversee the operational and fiscal management of Anishinaabeg of Naongashiing
- Build a team committed to working for the Anishinaabeg of Naongashiing in fulfilling the vision, mission, scope and traditional values and priorities.
- Develop a strategic plan.
- Preparing and delivering reports, budget documents and presentations to the Chief and Council.
- Contribute to the strategic leadership of the organization.
- Ensuring positive connection to community members, groups and other organizations.
- Attend relevant conferences, workshops for professional development or to network.
- Participate in and/or facilitate in-house training and retreats for staff.

Community Infrastructure and Assets:

- Assists and supervises the communities' infrastructure and assets by ensuring reserve maintenance runs effectively such as road maintenance etc.
- Assists in the development and implementation of capital projects such as road construction and manages these projects when necessary.
- Involved in the planning of Economic Development.
- There may be other relevant responsibilities assigned as request by Chief and Council.

Chief and Council:

- Ensuring a respectful, harmonious, and collaborative work environment with the Chief and Council focusing on achievement of the vision, mission, scope and core values of Anishinaabeg of Naongashiing.
- Maintaining a strong relationship with the Chief and Council.
- Ensuring the various departments and senior supervisors are structured in a manner that encourages efficient administration of the First Nation.
- Report to Chief and Council on all matters.
- Maintain a high level of confidentiality.
- Performing other duties as assigned.

Staff:

- Manages the Human Resources function within the administration including but limited to, recruitment, orientation of expectations, training and development, performance management and disciplinary processes with recommendation (only) to Chief and Council for employment terminations.
- Ensures all operations are conducted in a respectful and responsible manner.
- Holds regular staff meetings to provide updates and share information.

The successful candidate will have the following qualifications and skills:

A University degree in business or public administration, operations management, or other related field; Or an equivalent combination of education, training and experience (4-5 years).

- 4-5 years' experience in a Leadership level position.
- Principled, ethical, and strong team leadership.
- Strong Human Resource Management and time management experience.
- Strong presentation skills.
- Excellent organization, planning and implementation skills.
- Well-developed interpersonal skills and high degree of emotional intelligence.
- Demonstrated ability to prepare reports and policies, and meet deadlines.
- Extensive working knowledge of financial management, budgeting and public administration.

- Superior oral and written communication skills.
- Familiarity with Adagio.
- Must possess a drivers' licence and provide an updated abstract/record.
- Satisfactory Criminal Record Check and Vulnerable Sector Check.
- Familiarity with Anishinaabe language, history and customs.

⇒ Resume

⇒ Cover Letter

⇒ Names of three employment related references and contact information

Applications without the above information will be considered incomplete and will not be considered.

Please direct applications via, email or fax to:

Chief and Council

Anishinaabeg of Naongashiing

Box 335, Morson, ON P0W 1J0

Phone: (807) 488-5602 Fax: (807) 488-5756

Email: exeassistant@naongashiing.ca

Applications will be received until 12 Noon CST Wednesday, June 30, 2021

Late applications will be returned unopened