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Date Posted: Wednesday September 7th, 2022

EMPLOYMENT OPPORTUNITY

DIRECTOR OF ADMINISTRATION

LOCATION: Ojibways of Onigaming First Nation

POSITION OVERVIEW: The Director of Administration is responsible for leading Ojibways of Onigaming First Nations (OOFN) overall strategic direction and operations and is responsible for overseeing and directing all programs and services offered by the OOFN, as well as administering the First Nations annual operating budget. This position is the primary liaison between Chief and Council and the First Nation, implementing any board directives or decisions. The Director of Operations is also responsible for leading employees to achieve the First Nations vision, mission and values, and monitoring organizational performances.

KEY RESPONSIBILITIES:

Strategic Direction

- Participate in the development of OOFN strategic plan, overseeing its implementation and achievement, and ensuring alignment of individual department work plans and goals
- Ensure that OOFN'S vision, mission and values are integrated into the day-to-day work environment and into operational planning.
- Oversee the development, implementation, and monitoring of the First Nations policies and procedures, in support of overall strategic direction.

Chief and Council

- Maintain regular communication with Chief and Council on the Organizations activities and operations, including priorities, success, opportunities for improvements, and discuss recommendations
- Implement policy decisions of Chief and Council
- Ability to analyze the balance sheet and income statements and explain liquidity, sustainability and working capital to revenue ratios in relation to the financial position of the First Nation.
- Advise council of their role responsibilities and obligations and provide them with other relevant information necessary for them to make informed decisions related to OOFN.
- Sit on various committees and groups, representing the Organization
- Act as the spokesperson on behalf of Chief and Council to the community and staff
- Attend General Meetings with the community.

External Relations

- Develop and maintain strategic relations with outside agencies and organizations including (but not limited to) the OOFN, Education, Indigenous and Northern Affairs Canada (INAC), First Nation Market Housing Fund (FNMHF), etc.
- Maintain positive relations with Community Members on an ongoing basis, establishing trust and effective working relations.

Leadership and Operations

- In conjunction with the portfolio holder, manage and provide leadership to all Programs/Program Managers and staff, keeping apprised of day-to-day activities and oversee department work plans; ensure individual and departmental short and long-term objectives are achieved.
- Ensure the departments have the capacity to achieve their goals.
- Facilitate program managers meetings monthly to address any departmental issues as well
- Maintain effective communication amongst all OOFN employee's and ensure roles and responsibilities are clearly defined and understood.
- With the Finance Portfolio holder, responsible for overseeing the Organizations finances, including the annual operating budget, and the oversight of funding provided to the Organization; ensure Directors/Managers are applying for funding and monitoring expenditures and submitting reports as required.
- Monitors compliance with any legal obligations including legislative, regulatory program and contractual obligations.
- Ensure organizational and financial risks are mitigated, seeking assistance and cooperation from external stakeholders when required.
- Other related duties as required and requested by OOFN Chief and Council

KNOWLEDGE, SKILLS AND ABILITIES

- A clear and solid understanding of the issues faced by First Nations and the governments that affect the First Nation in particular managements or agreements at all government levels
- Sound financial and management skills, analytical thinking, planning, prioritization, and execution skills.
- Must have working knowledge of Indigenous Services Intervention policies with respect to Management Action, Financial Management and Capacity Development
- Must possess a working knowledge of accounting programs in particular Adagio Accounting Software, PayDirt including spreadsheets and MS applications.
- Strong knowledge of human resources and strategic planning
- Demonstrated knowledge of First Nation band administration and Chief and Council relations
- Knowledge of financial management practices and ability to seek funding, prepare proposals, manage budgets and work with limited funds.
- Thorough knowledge and understanding of Anishinaabe culture, teachings, ceremony, and traditions.

QUALIFICATIONS

- Diploma or University Degree in Business, Accounting, economics, commerce or a related field, preferably a CPA designation
- Minimum 5 years experience in a similar role at a senior level position, leading all operations for an organization, preferably in a First Nations environment

- Previous experience working directly with a Chief and Council is an asset
- Human Resources and Accounting/Finance experience is an asset.
- The successful candidate must have strong business acumen, formal and informal leadership skills, with strong written and verbal communication skills.

Deadline to apply: Friday September 23rd, 2022

Applications can be submitted to:

Joanne Kelly, HR Manager
Ojibways of Onigaming First Nation
Box #160, Nestor Falls, ON, P0X 1K0
email: joanne.kelly@onigaming.ca
fax: 807-484-2737

OOFN will require 3 work related references, including one from your most recent employer.