



Nigigoonsiminikaaning First Nation

### About the Nigigoonsiminikaaning First Nation:

Nigigoonsiminikaaning First Nation has approximately 130 members living on a territory of 4,800 hectares. The First nation is located in Northwestern Ontario, 40 kilometers east of Fort Frances. Amenities in the community include a fire department, recreation centre, a school and an economic development committee. They also recently built a gymnasium, four seasons recreational outdoor facility and a daycare centre.

Their mission is to recognize a relationship between history and future. Through the teaching of their ancestors, they honour their children by continually striving to build a substantiable community that is culturally social and economically healthy. They recognize that children are sacred gifts and strive to provide them with a safe and nurturing environment.

### How to Apply:

Please apply online at <https://www.peoplefirsthr.com/jobs/> or you may also apply directly to Tracy Dandeneau by emailing your resume in confidence to [tdandeneau@peoplefirsthr.com](mailto:tdandeneau@peoplefirsthr.com).

For further information about this career opportunity, please feel free to contact Tracy Dandeneau at (204) 292-3581.

***We thank all applicants for their interest; however, only those selected will be contacted for an interview***

## General Manager Nigigoonsiminikaaning First Nation Fort Frances, Ontario

Reporting to the Chief and Council, the General Manager is responsible for the planning and implementation of First Nation policy and the administration of all programs and services of the First Nation. The General Manager will assume a proactive leadership role and will closely monitor the impact of changing social, political, technical and financial conditions.

The ideal candidate will be a strategic thinker, process oriented, highly organized and thrive in a fast paced and dynamic environment.

### As the General Manager, you will be responsible for:

- Supervising and leading the administrative team, servicing the Community
- Coordinating and directing strategies in conjunction with Program Managers and staff, for effectively addressing the needs of the Community
- Administering programs of the First Nation in consultation with the respective committees/authorities where necessary
- Coordinating, supervising, complying, completing and reporting of capital work projects established by the First Nation
- Overseeing the financial management of all programs and operations
- Coordinating annual work plans for Program Managers and Support Staff
- Recommending short/long term training programs and staff development
- Supervise and assist Program Managers with programs including budgets
- Prepare annual budgets and financial statements as required
- Maintaining and adhering to all policies and procedures adopted by the FN

### You and Your Experience:

- Significant experience (minimum 5 years) in a management position within a First Nation Government and/or Native Organization
- Extensive knowledge of First Nation Government structures, programs and policies, native culture and the lifestyles of its people
- Knowledge of accounting principles and Financial Management experience
- Expertise in assessing programs, regulations and policies pertaining to the efficient and effective operation of the First Nation
- Exceptional communication skills, both written and verbal; ability to provide leadership of an effective and efficient First Nation operations
- Ability to manage several projects simultaneously and to adjust to frequently changing demands
- Ability to build relationships with relevant policy partners including government and the business community

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