



EMPLOYMENT OPPORTUNITY POSTING

EXECUTIVE DIRECTOR

CLASSIFICATION: Permanent, Full-time Position (Pending Availability of Funding)
SALARY: Commensurate with qualifications and experience
LOCATION: Tribal Council Office located at Rama First Nation

The Ogemawahj Tribal Council (OTC), consisting of the following member First Nations: Chippewas of Beausoleil, Chippewas of Georgina Island, Chippewas of Rama, Mississaugas of Alderville, Mississaugas of Scugog Island, and the Pottawatomi of Moose Deer Point, supports the overall goals and objectives of its member First Nations in the development and facilitation of a superior service delivery organization. In keeping with this mandate, a self-starting, highly motivated individual is required to assume the responsibility as the Executive Director.

Reporting to the Board of Directors, the main role of the Executive Director is to provide direction, advice, guidance and support in the areas of First Nations government, human resource management and administration matters to ensure that the OTC First Nations are provided with an organization that operates effectively, efficiently, and strives to contribute to the growing needs of OTC First Nations; direct and manage all program functions and activities of the OTC; participate in the development and implementation of the goals, objectives, policies and procedures of the OTC.

Minimum Qualifications

1. A university degree in Public/Business Administration or related field is required. Alternatively, a 2 year college diploma in Public/Business Administration with additional 7 years of related work experience in a senior management capacity.
2. Must have 10 years overall related work experience of which 5 are in a personnel management capacity. Alternatively, 5 years work experience in a senior level public service or management capacity with demonstrated budget preparation and financial planning.
3. Must have proven experience working with First Nation Government, First Nation communities and other levels of Government. A keen appreciation of Anishinabeg culture and community aspirations is required.
4. Must have proven well-developed communication, staff/public relations and negotiating experience; must be highly self-motivated and able to work well independently with proven experience facilitating team development.
5. Must have excellent computer skills, proven experience with word processing, spreadsheet, database, presentation and publishing software preferably in a Microsoft environment.
6. Must have valid Ontario Driver's Class G License and access to reliable transportation
7. A criminal reference check as relevant to the position is required.

Knowledge and Skills

- Excellent and demonstrated knowledge of federal and provincial legislation and policies that effect First Nation government, and a sound knowledge of contemporary public sector operating systems and procedures are required;
- Must be innovative and decisive with high level organizational, managerial, research & analytical skills;
- Must demonstrate the ability to work with a high level of tact and discretion;
- Must demonstrate results oriented management skills and must be able to establish and effectively achieve measurable objectives within directed work plans;

PLEASE SEND APPLICATIONS by 4:00 PM. MARCH 1, 2018 TO:

mail to: exec_director@ogemawahj.on.ca

or

**Ogemawahj Tribal Council
Attention: Chairperson, OTC Board of Directors
c/o Acting Executive Director
5984 Rama Road, Rama ON L3V 6H6**

For more info, please call: (705) 329-2511 or email: abigwin@ogemawahj.on.ca

Candidates must provide a detailed resume, cover letter and three references by the deadline. Please mark on the envelope "Executive Director." Only those selected for an interview will be notified. Full job description is available upon request. Late applications will not be considered.