GICHI OZHIBI'IGE OGAAMIC
ADMINISTRATIVE OFFICE

Employment Opportunity
Grand Council Treaty #3

About Us: We are a non-profit corporation seeking an experienced Executive Director to lead our fast pace and dynamic organization. The successful candidate will be responsible for overseeing all aspects of our organization, ensuring that we are operating efficiently and effectively to meet the Anishinaabe Nation in Treaty #3 goals and objectives.

Grand Council Department: Administrative Office

Job Title: Executive Director

Location: This position is based at the Grand Council Treaty #3 Administrative Office located at 2650 Hwy 17 East, Kenora, ON, P9N 3W8.

Closing Date: July 19, 2019

Reporting Structure: Reports directly to the Grand Council Treaty #3 Representative Services Board of Directors.

Job Purpose Summary: The Grand Council "Executive Director" supports the work of the GCT#3 Representative Services and the Governance Office. In this role, you will be the face of our organization, working closely with the Board of Directors, First Nation leadership and citizens of the Anishinaabe Nation. You will ensure that staff members are aligned with the Nation's mission & vision and that are working together to successfully achieve strategic objectives. We place a high priority on communication, recognition, collaboration, culture and positive leadership.

Key Responsibilities:

- Responsible for the administration of the GCT#3 Representative Services
- Support the goals and objectives of the Ogichidaa/Ogichidaakwe and political office
- Maintain and implement administrative structures, systems and services that support the corporate mission and vision
- Maintain and Implement a highly efficient administrative and human resource system aligned to goals and objectives that ensure employee engagement and productivity, two-way communication and overall fiscal responsibility for the corporation
- Ensure Respect & Support the organization-wide, best practice policies and procedures
- Create a training strategy for employee development with HR manager
- Ensure consistent-organization wide application of the performance management system
- Oversee and provide strategic guidance to departmental heads
- Promote GCT#3 Representative Services values and services throughout the Treaty #3 territory
- Ensure that the Board of Directors is kept fully informed on the status of the organization and all important factors influencing it

- Act as the public speaker and public relations representative of the organization in ways that strengthen its profile
- Review reports by subordinate managers to acquire understanding of the organization's financial and non-financial position
- Devise remedial action plans for any identified issues and conduct crisis management when necessary
- Build an effective team of leaders by providing guidance and coaching to subordinate managers
- Ensure that the principles and objectives of the organization are followed
- Ensure the accountability and transparent mechanisms of the organization are not compromised
- Develop and enhance a team of senior staff to manage critical political sectors including Health, Education, Justice, Treaty & Aboriginal Rights Research (TARR), Indian Residential School (IRS), Territorial Planning Unit (TPU) and Administration.
- Facilitate departmental, interdepartmental and organizational meetings and/or gatherings according to the function of organization strategic leadership
- Monitor departmental performance against goals to ensure that progress is being made, and that corrective action is taken if necessary
- Build and maintain positive relationships between Grand Council Administrative Services, GCT#3 Political Office and existing stakeholders
- Develop, revise, implement and maintain up to date operational policies and procedures
- Meet with administrative-level Government officials as per Grand Council Administrative Services programs and services
- Participate in/at all Government functions of Grand Council where requested by the Grand Council Treaty #3 Representative Services Board of Directors and/or the Political Office
- Provide recommendation to GCT #3 Representative Services Board of Directors on organizational strategic governance and direction
- Approve expenditures within the authority delegated by GC3#3's Board of Directors and approved policies
- Must have a thorough understanding of Manito Aki Inakonigaawin and understanding of the federal duty to consult
- Monitor legislation, regulations, policies, and procedures applicable to organization operations
- Other related duties assigned by GCT#3 Representative Services' Board of Directors

Qualifications and Skill Requirements:

- University degree in Accounting, Business, or Human Resources is preferred
- Minimum of 5 years' experience in a managerial position
- Minimum 2 years' experience working directly with Boards, Council or other governing body's
- Comprehensive understanding of Aboriginal Treaty Rights, Protocol, Culture & Traditions
- Awareness of Governmental Policy Implications of Aboriginal Treaty Rights and Indigenous Sovereignty

- Able to identify key issues; creatively and strategically overcome internal and external challenges or obstacles
- Provide a high degree of attention to details and accuracy
- High level of integrity, confidentially, transparency, ethically and accountability
- Sound analytical thinking, planning, prioritizing, and executing skills
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills
- Excellent English skills both oral and written with an ability to speak Anishinaabemowin highly valued and preferred
- Demonstrated experience in Microsoft suite of applications

Please send cover letter, resume, and contact information for 3 references to the attention of:

Oluyinka Leigh
Human Resources Manager
Grand Council Treaty #3
PO Box 1720
Kenora, ON P9N 3X7
Fax: 807-789-1691
Email: hr@treaty3.ca

We would like to thank all candidates in advance for their interest in this position. However only those being considered will be contacted.
~Late applications will not be considered~
Relocation cost is not applicable