



CHIPPEWAS OF KETTLE & STONY POINT EMPLOYMENT OPPORTUNITY

Administration Leadership Position

PROGRAM AREA: First Nation Administration

POSITION TITLE: First Nation Manager/CEO

REPORTING PROTOCOL: Reports directly to Chief and Council

POSITION SUMMARY: The First Nations Manager/CEO is directly responsible for the overall efficient and effective administrative and financial management of the Kettle & Stony Point Band Administration, its program areas and services, and for keeping Chief and Council current and up-to-date on all matters relating to the business of the First Nation in a timely and professional manner. They will act as liaison between other government agencies/ departments, private industry business and any other individuals, group or agencies operating within the community.

EDUCATION:

- Minimum Business Management/Administration Masters/Honors degree, or an equivalent combination of education and experience in a similar or related position with a proven demonstration of skills.
- Professional affiliations in Business, Law, Finance or other related fields desirable.

SKILLS REQUIRED:

- Experience working in Leadership in the First Nation Communities Essential
- Excellent and proficient financial skills essential.
- Excellent Management/Administration skills essential.
- Strategic Planning Skills
- Excellent Conflict and Alternative Dispute Resolution skills essential.
- Negotiation and mediation skills an asset.
- Proficient level of communication skills, written and verbal including the ability to prepare reports, proposals, policies and motions.
- Effective public relations and public speaking skills an asset.
- Excellent organizational and time-management skills.
- Advanced computer skills an asset.
- Must possess a current and valid Driver's License and dependable vehicle.
- Must be able to demonstrate attributes for job suitability.
- Native Ancestry would be an asset.

Preferential Hiring Requirements:

- KSPFN encourages all qualified individuals to apply. However, preference will be given to qualified First Nations people in accordance with KSPFN's General Principles of the Human Resource Management Policy, section 16 of the Canadian Human Rights Act, sub-section 24(1)(a) of the Ontario Human Rights Code, and section 7 of the Employment Equity Act. First Nations candidates who wish to qualify for preferential consideration can self-identify themselves in their cover letter.
- Successful applicant must provide a current and up to date CPIC and vulnerable sector background check upon hiring.
- Successful applicant must provide a copy of their Diploma(s) and other related certificates
- Applicants must consent to a full background check upon hiring.

PLEASE SUBMIT YOUR SEALED APPLICATION, COMPLETE WITH A DETAILED RESUME AND A MINIMUM OF THREE (3) WORK RELATED REFERENCES, by Friday, May 7th, 2021 – 4:00pm

TO: Chippewas of Kettle & Stony Point First Nation,

ATTN: Human Resources

Email: human.resources@kettlepoint.org

Fax: 519-786-2108

A full Job Description is available by request by emailing human.resources@kettlepoint.org

Interviews will be scheduled shortly after the closing date.

