



"Working Together"

**M** \*  
Atikameksheng  
Anishnawbek

**A** \*  
**M** Sagamok  
Anishnawbek

**A** \*  
Serpent River  
First Nation

**W** \*  
Mississauga  
First Nation

**E** \*  
Thessalon  
First Nation

**S** \*  
Garden River  
First Nation

**W** \*  
Batchewana  
First Nation

**N** \*  
**The**  
**North**  
**Shore**  
**Tribal**  
**Council**

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Highway 17 East  
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[www.mamaweswen.ca](http://www.mamaweswen.ca)

## EMPLOYMENT OPPORTUNITY – EXECUTIVE DIRECTOR CONTRACT WITH POSSIBLE EXTENTION PENDING FUNDING

Mamaweswen, The North Shore Tribal Council invites application for the position of Executive Director to work out of the NSTC Office located in Cutler, Ontario

### Purpose

Under the direction of the Chief Executive Officer and the functional guidance of the Robinson Huron Treaty Confederation Interim Political Working Group, the Executive Director will be responsible for managing the Robinson Huron Treaty Confederation initiative.

### Responsibilities

- Manage the implementation of the Robinson Huron Treaty Confederation initiative.
- Coordinate and facilitate community engagement sessions.
- Undertake research, analysis and evaluation of information applicable to the Robinson Huron Treaty Confederation initiative.
- Builds a strong business/working relationship with affiliated First Nations understanding their needs and priority matters.
- Act as liaison with First Nation(s) or First Nation community groups and government agencies to achieve goals and objectives.
- Provide supervisory, direction and support to the project team and consultants, monitors work output, taking corrective action when necessary.
- Manages administrative processes in accordance *Mamaweswen*, The North Shore Tribal Council, procedures and guidelines.
- Prepares detailed and timely reports and briefing notes for Committees, Chief and Councils and Board of Directors if applicable.
- Prepares detailed project work plans and critical path schedules.
- Inspects and supervises work in progress by staff ensuring that all work is executed in accordance with relevant procedures and guidelines.
- Develops, prepares and monitors schedules and maintains accurate records of development and budget.
- Maintains an awareness of current trends, practices and directions in regards to government and ministries.
- Provides support to the Robinson Huron Treaty Confederation Interim Political Working Group and Robinson Huron First Nations when applicable.
- Research opportunities to secure funding to support ongoing development towards creation of a Secretariat.
- Ensure completion and submission of all required documentation, including but not limited to annual submissions and required reports, to funders in accordance with agreements.
- Perform other duties as assigned by supervisor.

## Qualifications

- Bachelor degree in economics, business administration, commerce or public administration or equivalent.
- Several years of experience as a senior manager in a related institution or organization is required.
- Knowledge of government structures, trends and issues of the Robinson Huron First Nations, Other Native Organizations and the Federal and Provincial government.
- Knowledge of organizational planning strategies, practices and procedures.
- Ability to manage employees, teams and produce results.
- Ability to communicate effectively in writing and orally.
- Excellent research skills and the ability to work independently and as part of a team.
- Ability to coordinate community meetings, workshops and/or focus groups.
- Knowledge in financial management and project management.
- Computer skills with a variety of software knowledge.
- Must have a valid class "G" driver's license, access to a vehicle and ability to travel.
- Ability to speak and/or understand the Ojibwe language will be considered an asset.

**DEADLINE FOR APPLICATIONS:** February 8, 2019 @ 4:00 p.m.  
***(Applications received after this date and time will not be considered.)***

Interested applicants are to submit by fax a coverletter, resume, photocopies of diploma from a post-secondary institute and three current related reference letters to:

*Mamaweswen*, The North Shore Tribal Council c/o Angus Toulouse, CEO  
473A Hwy 17 East, Cutler, ON POP 1B0  
Phone (705) 844-2340 Fax: (705) 855-2563

Miigwetch to all applicants, however, only those selected for an interview will be notified.