



HIAWATHA FIRST NATION EMPLOYMENT OPPORTUNITY

Position Title: Executive Director

Location: Hiawatha, ON

Duration: Full-Time, 2-year Term

Posting Closes/Deadline: Until Filled

Tentative Interview Date: 1st interviews tentatively set for August 13th, 2018

Salary Range: Based on Experience

About Us:

Hiawatha is a vibrant First Nation community located on the beautiful north shore of Rice Lake. We are located approximately 20 minutes from Peterborough, ON and 45 minutes from Cobourg, ON. There are approximately 638 registered citizens with approximately 235 residing in Hiawatha. In the summer months our population increases significantly. Hiawatha is an employer that prides itself on diversity and fairness, providing a progressive working environment that fosters culture, positivity and growth.

HFN provides services to the citizens of Hiawatha. These services include health, social, administrative, membership, public works, lands and education. It is essential that these services are provided in a way that supports Hiawatha's vision statement and the 7 Grandfather teachings of humility, honesty, bravery, wisdom, truth, respect and love.

Position Summary:

The Executive Director (ED) will be responsible for the overall integrity of the operations of Hiawatha First Nation. The ED must provide efficient and effective management and administration in accordance with the vision, goals and strategies of Hiawatha First Nation Council (HFNC), the requirements of the funders, Hiawatha First Nation's policies and procedures and all relevant legislation as applicable to Hiawatha First Nation. The ED will lead, direct and coordinate the department heads in the implementation and administration of the objectives, policies and programs as directed by the HFNC. The ED will provide effective strategic leadership and responsible management to all HFN staff and will ensure an open and transparent atmosphere of collaboration and accountability. This position will be considered a senior level position and all overtime is included in the salary amount. The incumbent must follow the strategic plans of the organization, adhering to the HFN vision and values.

Reporting:

This position will report directly to the Council of Hiawatha First Nation and will be responsible to oversee all operations of the First Nation with direct reporting from the Operations Manager, Finance Comptroller, Human Resources Coordinator, Old Railroad Stop Business Manager and the Health and Social Services Manager. (This list of direct reports may change from time to time, based on the growth of the organization.)

Summary of Main Responsibilities:

- Inspire a dedicated workforce to deliver exceptional community services and shape a workplace culture founded on trust and transparency
- Ensure the commitment of providing a high level of public service in a way that is founded by and supports cultural teachings, including the values of the 7 Grandfather teachings
- Continually strive for new and effective approaches to fulfilling HFNC's mandate and strategic objectives
- Ensure that all responsibilities of the HFN operations (fiscal, legal and other) are satisfied through the ED's personal and professional actions and those of all employees who report directly and indirectly to the ED

We, the Mississaugi of Hiawatha First Nation, are a vibrant, proud, independent and healthy people balanced in the richness of our culture and traditional way of life.

- Oversee the quality and delivery of programs and services
- Assist HFNC in determining organizational short-term and long-term goals
- Ensure that HFNC is kept informed on important issues relevant to HFNC and facilitates discussion and deliberation on trends, issues, problems and activities requiring their action or decision
- Attend all HFNC meetings, ensuring that motions are completed or delegated to the appropriate personnel for completion and for assigning tasks as requested by HFNC, as well as, ensuring that HFNC is provided with updates
- Ensure that letters, memos and reports are written on behalf of HFNC
- Conduct regular meetings with team to ensure excellent communication flow with personnel and exceptional communication outward to all personnel where applicable
- Ensures the compliance and reporting of the contracts and agreements with funding agencies that HFNC have authorized and accepted are reviewed and reported on adhering to all required timelines
- Provide recommendations to HFNC for the necessity of a new or revised policy as it relates to a Financial or Community trends and best practices
- Establish and implement internal controls, finance policies and procedures, administrative and IT systems to ensure that the organization's day-to-day operational activities are secure, efficient and effective, and are in-line with approved strategic initiatives and budgetary allocations
- Other duties as assigned
- Promote the vision, mission and values of Hiawatha First Nation

Requirements:

- Post-Secondary Diploma or degree (preferred) in Business Administration, Public Administration or another relevant degree or diploma; and
- Certified Aboriginal Professional Administrator preferred;
- Minimum ten years of proven and successful related experience as a Senior Manager in an organization of comparable size and scope; preferably in a First Nations setting; or
- A combination of education, training or work experience which Hiawatha deems to be equivalent
- Must provide a clear CPIC
- Valid Driver's License

Knowledge, Skills and Abilities:

- Proven experience managing and administering a similar-sized and scope organization
- Experience with computer programs (i.e. Microsoft Office, email and internet, Sage 300, etc.)
- Experience with budget and financial management
- Experience in project management
- Experience with human resource/employee relation situations
- Excellent liaison and networking skills
- Ability to work as an individual and as part of a team
- Ability to lead a group of people and inspire positive outcomes
- Well developed interpersonal, public relations and relationship building skills
- Excellent communication (oral, electronic and written)
- Excellent organizational, time and file management skills
- Knowledge of legislation and government agencies
- Exhibits a high degree of initiative and self-direction
- Must be analytical with strong attention to detail
- Proactive problem solver with excellent conflict resolution skills
- Ability to broach difficult situations efficiently, effectively and with tact

Behavioural Competencies:

- Must be an empathetic and non-judgemental person
- Must maintain strict confidentiality
- Be honest, respectful and trustworthy
- Be a team player
- Be an inspirational leader
- Possess cultural awareness and sensitivity
- Be creative and flexible
- Demonstrate sound work ethic
- Proven ability to work with people of diverse education, cultural and language backgrounds

Application Process:

If you are interested in this opportunity and possess the above list of qualities and requirements, please forward your resume and cover letter via mail, email, fax or in person to:

By Mail: Hiawatha First Nation
123 Paudash Street
Hiawatha, ON
K9J 0E6
ATTN: Kelly Maracle, HRO

By email: hr@hiawathafn.ca

By fax: 705-295-4424

For more information or a detailed job description, please contact Kelly Maracle at (telephone) 705-295-4421 ext. 15, (telephone or text) 613-920-1676 or (email) hr@hiawathafn.ca

To find out more about Hiawatha First Nation, please visit our website at www.hiawathafirstnation.com

- *The tentative interview date(s) are subject to change and are posted for planning purposes only*
- *Hiawatha is grateful for all who show interest in our First Nation and take the time to apply, however, only those chosen for an interview will be contacted*
- *Late applications will not be considered*
- *Hiawatha is an equal opportunity employer, as well, Hiawatha references Canada's Aboriginal Employment Preferences Policy*