



**MOOSE DEER POINT FIRST NATION  
GOVERNMENT SERVICES**

3720 Twelve Mile Bay Road  
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**MOOSE DEER POINT FIRST NATION EMPLOYMENT OPPORTUNITY  
GOVERNANCE DIRECTOR  
Permanent Full-time**

Under the direct supervision of the First Nation Chief and Council, the Governance Director will be responsible for managing the overall implementation of the Anishinabek Nation Governance Agreement pillars of legislative authorities including, but not limited to; Language and Culture (Anishinaabemwin and Enaadziyaang), Selection of Public Officials (Elections of Eniigaanzijig), Management and Administration, and Citizenship (E'dbendaagzijig).

Our ideal candidate will have a working knowledge of and respect for Indigenous culture, customs, traditions, and issues. This position requires excellent written and verbal communication skills and well-developed organizational and time management skills. The ability to facilitate discussions, engage active participation and listen to the community is key to the overall role.

In the newly created Governance Department, you will be tasked with developing and implementing the administrative capacity to exercise self-governance jurisdiction. Nuanced understanding of the jurisdictional milieu of First Nations is very important. This high-profile position demands strategic and long-range planning skills, coupled with experience in organizational development/governance as well as public affairs. Sound decision-making skills and the ability to motivate your staff will be crucial to your success in the role.

**QUALIFICATIONS**

- Bachelor's degree in Community Development, Public Administration, Law, or a related field preferred; equivalent education and experience will be considered
- 2 years of senior-level management experience
- Previous experience working within or with a First Nations community
- Understanding of Indigenous culture, customs, and traditions
- Knowledge of distinctions between federal, provincial and First Nation legislative and jurisdictional environments and clear understanding of how they interrelate
- Ability to establish priorities to successfully manage multiple projects simultaneously from start to finish, respecting deadlines
- Able to problem solve and work well under pressure

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- Excellent written and oral communication skills
- Proficient in Microsoft Office programs (Word, Excel)
- Must possess a valid G Ontario driver's license, have reliable transportation and be willing to travel as required
- Ability to provide a CPIC Check and Vulnerable Sector Check

Cover letter and resume, along with three employment references should be submitted to the First Nation Administrator [marie.martinezdiaz@mdpfn.com](mailto:marie.martinezdiaz@mdpfn.com).

Please indicate **Governance Director** in the subject line.

Applications will be accepted until this position is filled.

***Thank you to all those who apply but only candidates selected for an interview will be contacted***