



Chippewas of RAMA
First Nation

Employment Opportunity

Job Title: **Administrator of Heritage Services**
 Job Code: EDU450
 Department: Education
 Reports to: Chief Operating Officer

Date Posted: 9-Sep-20
 Date Closed: 23-Sep-20
 (5:00 pm)

****SPECIAL PROJECT FOR REGISTERED RAMA MEMBERS OR RESIDENT SPOUSE/CHILD OF MEMBER****
 The Chippewas of Rama First Nation supports the United Nations Declaration on the Rights of Indigenous Peoples. Specifically, Rama supports the training, education and employment of Indigenous People.

Employment Classification: Full-Time with Benefits
 Availability & Term: Approx. Start Date: October 2020
 Remuneration: \$31.96 per hour, \$34.04 after 3 months

JOB PURPOSE/SUMMARY

Oversee, schedule, and evaluate staff, prepare & maintain annual budget for Library & Heritage Services. Assist in program planning, report new initiatives. Coach employees, represent department to external groups, committees and organizations.

QUALIFICATIONS

- Education:**
- College - 1-3 years in related field.
- Skills and Abilities:**
- Knowledge of culture practices, language and history of RFN.
 - Proven administrative skills, computer skills.
 - Strong interpersonal skills.
 - First Aid/CPR to be obtained within first 3 months.
- Experience:**
- Previous experience with First Nations peoples is a must.
 - 1-3 years supervisory experience.
 - Native language an asset.
- Other:**
- A Vulnerable Sector Screening is required for this position.

Qualified applicants may submit their cover letter and resume to the attention of:

Charlene Benson, Human Resources Manager
 Chippewas of Rama First Nation
 5884 Rama Road, Suite 200, Rama, Ontario L3V 6H6
 Fax: (705) 325-4718 Email: charleneb@ramafirstnation.ca

**** ONLY THOSE APPLICANTS SELECTED FOR AN INTERVIEW WILL BE CONTACTED ****

Rama First Nation is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise Human Resources if you require any accommodation to ensure you can participate fully and equally during the recruitment and selection process.



Job Description

Job Title:	Administrator of Heritage Services	Job Last Updated:	8-Sep-20
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Department:	Education		
Reports to:	Chief Operating Officer		

JOB PURPOSE/SUMMARY

Oversee, schedule, and evaluate staff, prepare & maintain annual budget for Library & Heritage Services. Assist in program planning, report new initiatives. Coach employees, represent department to external groups, committees and organizations.

KEY JOB FUNCTIONS/RESPONSIBILITIES

- Implement RFN policies and directives.
- Prepare and submit funding applications (Ministry of Culture, OTTER, etc.).
- Attend all department meetings.
- Participate in on-going training and professional development.
- Assist with RFN Orientation.
- Develop culturally relevant tools and resources, proposal writing.
- Promote and maintain working relationships with other departments within RFN.
- Determine goals and formulate plan to attain these goals.
- Generate reports, process payments, records and statistics.
- Host community events eg. Language classes, seasonal events.
- Plan and host special events such as Book Launches, First Nation Public Library Week Launch.
- Collect statistics and prepare Annual Survey of Public Libraries.
- Prepare orders and track invoices for payment.
- Draft annual budget for approval (Library, Culture & Research & Computer Lab).
- Public Relations including newsletter, brochures, flyers, tours, etc.
- Train, supervise and evaluate staff and volunteers.
- Plan, implement and evaluate community programs (eg, Library Week, Socials, Drum Groups etc).
- Develop, acquire & maintain relevant library collections - adult, children, First Nation peoples etc.
- Provide reference services and inter-library loans.
- Conduct library information and orientation tours.
- Maintain relationships with partner libraries.
- Maintain relationships with Southern Ontario Library Services.
- Maintaining community history & learning cultural knowledge of the community & greater Ojibwe Nation.
- Arrange and attend CCAC & Pow Wow Committee Meetings.