



**MOOSE DEER POINT FIRST NATION
GOVERNMENT SERVICES**

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MOOSE DEER POINT FIRST NATION EMPLOYMENT OPPORTUNITY

GOVERNANCE DIRECTOR

OPEN UNTIL FILLED

Employment Type: Full Time Permanent, upon successful completion of probation

Wage: \$34 to \$51/hr, depending on qualifications

Start Date: As Soon As Possible

Under the direct supervision of the First Nation Administrator, and accountable to the Moose Deer Point Chief and Council, the Governance Director will be responsible for managing the overall implementation of legislative authorities including language and culture, selection of public officials, management and administration, and citizenship.

Our ideal candidate will have a working knowledge of and respect for Indigenous culture, customs, traditions, and issues. The Governance Director will demonstrate strong leadership skills with the ability to manage, supervise, and provide support to staff. This position requires excellent written and verbal communication skills and well-developed organizational and time management skills. The ability to engage 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.

Minimum Qualifications

- Bachelor's degree in Community Development, Public Administration, Law or a related field, or equivalent experience.
- 2 years of senior-level management experience
- Previous experience working within or with a First Nations community
- Knowledge of distinctions between federal, provincial and First Nation legislative and jurisdictional environments and clear understanding of how they interrelate

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Duties

- Work with the Governance Team to ensure activities align with Council expectations and approved expenditures for the entire Governance Department
- Manage the development of First Nation laws under governance authorities, including the community consultation process
- Develop the administrative framework to support enactment and compliance of First Nation laws
- Develop and implement policies and procedures for Governance using best practices across the Department.
- Attend meetings as required, and act as a liaison and public relations officer in matters related to areas of Governance responsibility
- Develop and maintain working relationships with other governments, Indigenous organizations, communities, and stakeholders
- Manage funding agreements and plan, administer, and control budgets for Governance activities, including all year-end reporting requirements
- Coordinate service providers and contractor agreements and requirements
- Oversee the Governance operations including staffing and community engagement as well as troubleshooting any problem areas
- Supervise, support and coach staff with progression towards Departmental objectives with specific attention to the areas of change management, accountability, and professional development
- Foster, encourage, and promote teamwork and effective communication within the Department and among colleagues within the entire First Nation Administration
- Other related duties as assigned

Please apply with your **updated resume and cover letter** to the First Nation Government Office. **Applications will be accepted at the Government Office or by email to Arianna.fitchett@mdpfn.com** . Please put **“Governance Director”** in the subject line or sealed envelope. **Applications are accepted until this position is filled.**

Please note that a criminal record check (CPIC) and three (3) employment references are required upon conditional offer. Expenses for CPIC are reimbursed after orientation.

We thank you for your interest in employment with the Moose Deer Point First Nation, however only those candidates demonstrating the above noted qualifications will be contacted for an interview.