



**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. 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 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.

For full position details, please request a copy of the Job Description by emailing [marie.martinezdiaz@mdpfn.com](mailto:marie.martinezdiaz@mdpfn.com)

**DUTIES & RESPONSIBILITES**

- In consultation with the Chief and Council, develop and oversee the development of policy and legislation including proper review and presentation to the community and coordinate the implementation of resolutions/laws
- Represent Moose Deer Point First Nation on intergovernmental technical working level with First Nations, Self-government Indigenous governments, namely the Anishinabek Nation and its member communities, territorial and federal government, First nation organizations and other governments
- Oversee departmental staff and contractors, and provide detailed knowledgeable direction

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- Ensure Chief and Council are sufficiently briefed on important issues affecting the First Nation, and they are fully briefed for making informed decisions and representation of the First Nation's interests
- 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, inclusive of an all-encompassing community consultation process, comprised of on and off reserve First Nation members
- 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
- Participate on boards and committees as required
- Manage implementation of Moose Deer Point data in collaboration with Moose Deer Point government departments and First Nation membership
- Provide project management expertise to implement Chief and Council's priority projects
- Other related duties as assigned

## **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

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- Able to problem solve and work well under pressure
- 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***