

Band Manager (Fixed-Term 6 Months)

Ojibway Nation of Saugeen (ONS)

Job Summary

Ojibway Nation of Saugeen is looking for an excited, energetic, well-organized individual to take on Band Management, overall business organization, with a strong background in accounting software, Grant Writing, Human Resources, First Nation and Indigenous Services, with excellent oral and written communication skills. Progressive, advancing experience working with First Nations.

The Band Manager is responsible for the successful leadership and general management of the organization according to the vision, objectives and strategic direction set by the Chief and Council. The Band Manager is responsible for the efficient management of all programs and departments, setting goals and measuring the achievement of the organization's objectives. As an administrator who is a positive role model, the Band Manager works with the Chief and Council to focus on establishing effective working relationships with community staff, members, funding agencies, and other external contacts. The Band Manager ensures the efficient financial management of the organization through economic development, grant applications and fiscal restraint. The Band Manager leads a multi-faceted team of employees who are tasked with health, natural resources and referrals, land management, education, building maintenance, capital acquisition, housing, and other specialty areas.

Qualifications

- A post-secondary education in Business Management or 3 years of experience.
- Working knowledge of Accounting Adagio Payroll Module, considered an asset
- Knowledge and working of Not-For-Profit Organizations structure and knowledge of Federal/Provincial laws, obligations and employment standards.
- Excellent organizational skills; demonstrated self-confidence and an ability to follow through on assigned duties independently within strict deadlines.
- Excellent written and oral communications.
- Good problem-solving skills.
- Exceptional attention to detail and high degree of accuracy.
- Experiencing in other MS applications specifically Excel and Word.
- Professionalism and sensitivity in dealing with confidential information.
- The ability to speak an Aboriginal language is considered an asset.
- Valid Current Criminal records check.

Applicants are asked to submit a resume and cover letter with the site you are applying for; no later than June 16, 2022 the attention to bettyn@ojibwaynationofsaugeen.ca