



Chippewas of Kettle & Stony Point First Nation

6247 Indian Lane
Kettle & Stony Point FN, Ontario, Canada N0N 1J1

EMPLOYMENT OPPORTUNITY

PROGRAM AREA: First Nation Administration
POSITION TITLE: **FIRST NATIONS MANAGER/CEO**
REPORTING PROTOCOL: **REPORTS DIRECTLY TO CHIEF AND COUNCIL.**

POSITION SUMMARY: The First Nations Manager is directly responsible for the overall efficient and effective administrative and financial management of the Kettle & Stony Point Band Administration, its program areas and services, and for keeping Chief and Council current and up-to-date on all matters relating to the business of the First Nation in a timely and professional manner.

Education/Professional Requirements:

- Minimum Business Management/Administration Masters/Honors degree, or an equivalent combination of education and experience in a similar or related position with a proven demonstration of skills.
- Professional affiliations in Business, Law, Finance or other related fields desirable.

Skills Required:

- Excellent and proficient financial skills essential.
- Excellent Human Relations/Public Relations skills essential.
- Excellent Management/Administration skills essential.
- Excellent Conflict Resolution skills essential.
- Excellent negotiation and mediation skills an asset.
- Report/proposal development skills an asset.
- Must have a proficient level of communication skills, verbal and written.
- Must possess excellent organizational and time-management skills.
- Excellent computer skills an asset.
- Must possess a current and valid Drivers License and dependable vehicle.
- Must be able to demonstrate attributes for job suitability.
- Native Ancestry would be an asset.

HIRING REQUIREMENTS:

- Successful applicant must provide a current and up to date CPIC and vulnerable sector background check upon hiring.
- Successful applicant must provide a copy of their Diploma and other related certificates
- Applicants must consent to a full background check upon hiring.
- Chippewas of Kettle & Stony Point First Nation gives preference to First Nation applicants for any employment opportunity as per Section 16(1) of the Canadian Human Rights Act (Aboriginal Employment Preference Policy)



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PLEASE SUBMIT YOUR SEALED APPLICATION, COMPLETE WITH A DETAILED RESUME AND
A MINIMUM OF THREE (3) WORK RELATED REFERENCES,

by **Friday, September 28 at 4:00 P.M.**

TO: Chippewas of Kettle & Stony Point First Nation,
ATTN: First Nations Manager/CEO Position
6247 Indian Lane, Kettle & Stony Point First Nation, ON N0N 1J1

A full Job Description is available at the front reception in the Administration Office
Interviews will be scheduled shortly after the closing date.

**ONLY THOSE APPLICANTS WHO MEET THE MINIMUM QUALIFICATION STANDARDS AND
REQUIREMENTS WILL BE INTERVIEWED. AN UPDATED CPIC AND A REFERENCE CHECK WILL BE
REQUIRED FOR THE SUCCESSFUL CANDIDATE PRIOR TO FINAL CONFIRMATION OF EMPLOYMENT.**