



## CHIPPEWAS OF KETTLE & STONY POINT FIRST NATION

### EMPLOYMENT OPPORTUNITY

## ASSISTANT TO DIRECTOR OF IMPLEMENTATION

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<b>PROGRAM AREA:</b>	IMPLEMENTATION AND PROPERTY MANAGEMENT
<b>POSITION TITLE:</b>	ASSISTANT TO DIRECTOR OF IMPLEMENTATION & PROPERTY MANAGEMENT
<b>REPORTING PROTOCOL:</b>	REPORTS TO DIRECTOR OF IMPLEMENTATION & PROPERTY MANAGEMENT

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**POSITION SUMMARY:** Reporting directly to the Director of Implementation & Property Management, the Assistant will coordinate and facilitate the exchange of information of Clearance and Remediation activity as per the Final Settlement Agreement between the Chippewas of Kettle & Stony Point First Nation and Canada. The Assistant will provide administrative support in all aspects that the Director of Implementation & Property Management participates in on a daily basis. The Assistant to the Director of Implementation/Property Management is also a leadership position that also contributes to the successful implementation of the annual work plan for the Property Management Agreement as outlined in the MOU between the Department of National Defence (DND) and the Chippewas of Kettle and Stony Point First Nation. He/ She/ They will be responsible for the administration of the day-to-day operations of the Property Management Agreement contract for the former Camp Ipperwash (fCI) lands and all associated activities listed in the agreement.

#### EDUCATION/PROFESSIONAL REQUIREMENTS:

- O.S.S.D or equivalent
- Post Secondary Diploma in Office Administration - Executive, Project Management, or any other related field
- 3+ years of experience in office administration or executive assistant roles.
- 3+ years of experience in supervisory role
- Competence to manage and/or coordinate multiple concurrent projects, priorities and deadlines.
- Financial experience would be an asset;
- Knowledge related to federal land regulations and standards and how it relates to First Nations' i.e. Species at Risk, Environmental, etc. would be an asset;
- Knowledge of Chippewas of Kettle and Stony Point First Nation administration policies and procedures, and Financial Management Board by-laws;
- General awareness related to the current DND, former Camp Ipperwash Investigation, Stony Point member relations, Ipperwash Park Lands Transfer and other related activities associated with the former Camp Ipperwash and the surrounding area;

#### SKILLS REQUIRED:

- Excellent written and verbal communication skills
- Proficiency with office productivity tools and an aptitude for learning new software and systems
- Experience in overseeing budgets and expenses
- Experience in developing internal processes and filing systems
- High level of discretion alongside the ability to handle confidential information.
- Flexible team player, willing to adapt to changes and unafraid of challenges
- Commitment to professionalism, teamwork and integrity.
- Excellent Human Relations/ Public Relations skills is essential;

- Excellent Administration skills essential;
- Must possess excellent organizational and time management skills;
- Good interpersonal relationship skills;
- Ability to designate and coordinate work tasks to personnel;
- Must possess a current and valid driver's license and dependable vehicle;

**PREFERENTIAL HIRING REQUIREMENTS:**

- KSPFN encourages all qualified individuals to apply. However, preference will be given to qualified First Nations people in accordance with KSPFN' General Principles of the Human Resource Management Policy, section 16 of the Canadian Human Rights Act, sub-section 24(1)(a) of the Ontario Human Rights Code, and section 7 of the Employment Equity Act. First Nations candidates who wish to qualify for preferential consideration can self-identify themselves in their cover letter.
- 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.

PLEASE SUBMIT YOUR COVER LETTER AND DETAILED RESUME  
BY CLOSING DATE – DECEMBER 2<sup>ND</sup>, 2024

TO: Chippewas of Kettle & Stony Point First Nation,  
ATTN: **HR – Assistant to Director of Implementation and PM**  
**Email to: [hr.assistant@kettlepoint.org](mailto:hr.assistant@kettlepoint.org)**  
**Mail to: 6247 Indian Lane, Kettle & Stony Point First Nation, ON N0N 1J1**  
**Fax: 519-786-2108**

*A full Job Description is available: contact the HR assistant at [hr.assistant@kettlepoint.org](mailto:hr.assistant@kettlepoint.org)  
Interviews will be scheduled shortly after the closing date.*

ONLY THOSE APPLICANTS WHO MEET THE 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