

Rainy River First Nations – Job Posting

MANAGER OF ADMINISTRATION – MAY 2023

Full-Time, Permanent



Reporting to Chief and Council, the Manager of Administration oversees the delivery of all Band programs. They will liaise with Crown government agencies/departments, private industry and all other applicable groups or agencies. They will ensure that all business and operations are conducted in a responsible and ethical way.

Primary Accountabilities Include:

- **Strategic & operational band management:** provides leadership in developing strategic & operational plans ensuring that all Band operations are conducted within the framework of the RRFN governance policy; manages the community's infrastructure and assets.
- **Program and service delivery management:** ensures program funds are expended appropriately; establishes policies, procedures and standards; evaluates the effectiveness of programs.
- **Financial management:** reviews financial statements; authorizes purchase orders and expenditures; coordinates the preparation of all budgets, financial forecasts and audits in collaboration with RRFN CFO.
- **Coordination of community development activities:** maintains an open, equitable and service oriented relationship between the community and the Band administration; ensures the development, coordination and implementation of the RRFN Capital Plan; conducts community needs assessments and condition reports as required.
- **Band Council support and administration:** prepares materials and reports in support of Band Council operations, attends all Band Council meetings; ensures that all Band Council business is conducted within relevant legislation, policies and procedures.
- **Human resource management:** manages staff in accordance with Rainy River First Nations Governance policies and performance expectations.

Position Requirements:

- Post-secondary education in Business related fields, Finance and Aboriginal studies is preferred. Master's degree is considered an asset.
- 5+ years of related experience, ideally in a management role for a First Nations organization, with responsibility for: Financial management, human resources management, program management, delivery and evaluation.
- Knowledge of key issues, legislation, policies, and procedures relating to First Nations administration.
- Knowledge of crown government structures and organizations.
- Strong team leadership, management and interpersonal skills.
- Strong financial management skills.
- Ability to establish good working relationships, both internally and externally.
- Ability to manage conflict using sound judgement and tact.
- Effective verbal and written communications skills, including the ability to prepare reports, policies, etc.
- Knowledge of Rainy River First Nations or Treaty #3 and Anishinaabe culture.
- Criminal Record Check and Vulnerable Sector screening.
- Valid driver's license and satisfactory driver's abstract
- Adherence to Rainy River First Nations' Drug Testing Policy.

Perks & Benefits

As a valued team member, you will be eligible for:

- Paid vacation – Negotiable upon hire
- 100% employer paid health and dental benefits
- Employer pension contribution matching
- Five (5) personal leave days per year

How to apply:

Please submit applications with cover letter and current resume to: hr@manitourapids.ca. Posting open until filled.

2022-2025

Rainy River First Nations Chief & Council

We extend our warm welcome and encourage all interested individuals to submit their application for employment opportunities in a safe and non-discriminatory environment. Our focus and inspiration originate with the Grandfather Teachings of Love, Respect, Truth, Honesty, Humility, Courage, and Wisdom.

To learn more about Rainy River First Nations and other employment opportunities we have available, scan the QR code or visit www.rainyriverfirstnations.com

