

# Rainy River First Nations – Job Posting

## HISTORICAL CENTRE ADMINISTRATION MANAGER

Permanent Full-Time



Reporting to the Chief and Council, the Administrative Manager provides management oversight of the day-to-day accounting, human resources, and administrative functions to maximize quality and efficiency of operations at the Kay-Nah-Chi-Wah-Nung Historical Centre.

### Primary accountabilities include:

- Overseeing the development and maintenance of long-term goals and action plans to determine future growth needs.
- Partnering with Leaders to identify capacity requirements and constraints.
- Ensuring resource availability is aligned with revenue and expense targets.
- Overseeing the overall general maintenance and operations of the building and the grounds.
- Managing the gift shop and restaurant
- Identifying, reviewing, and making recommendations about funding opportunities; preparing high-quality support material and documentation as required.
- Supervising on site staff and volunteers.
- Acting as first point of contact for employees and office culture.
- Creating all marketing and in-house policy materials.

### Position requirements:

- Bachelor's degree in business administration, accounting, or equivalent combination of education and experience.
- 3 plus years prior related experience in a grant writing/business management role with operational and demonstrated strategic business acumen.
- Experience working in museum or non-profit organization administration.
- Highly proficient in MS Office Applications and demonstrated experience using Mac Computers.
- Knowledge of Rainy River First Nation or Treaty #3 and Anishinaabe culture.
- Strong interpersonal, written and verbal communication skills including technical, administrative and report writing.
- Exercise good judgement, confidentiality, maturity, and diplomacy.
- Develop creative and innovative approaches to advance ideas into actions by identifying realistic goals to solve problems, create solutions, and implement actions.
- Excellent organizational, time management and resource management skills to ensure ongoing follow up and timely completion of projects/tasks.
- 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.

### How to apply:

Please submit applications with cover letter and current resume to: [hr@manitourapids.ca](mailto: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](http://www.rainyriverfirstnations.com)

