

The Supervisor of Programs and Services (SPS) is responsible for the overall management and coordination of day-to-day administrative operations for Rainy River First Nations. The SPS ensures efficient delivery of programs and services while implementing the direction and policies established by the Chief and Council and Manager of Administration.

The SPS provides operational leadership across select departments and ensures organizational compliance, accountability, staff supervision, and effective delivery service to community members.

- Assist Chief Financial Officer, Manager of Administration, and Departments with annual budgets and departmental planning.
- Ensure effective implementation of Chief and Council and the Manager of Administration's directives.
- Oversee day-to-day operations of select RRFN departments.
- Coordinate administrative functions and service delivery.
- Chair management meetings.
- Coordinate organizational reporting and AGM materials.
- Respond to operational concerns from membership and leadership.
- Support recruitment, evaluations, disciplinary process, and staff development.
- Ensure compliance with personnel policies and workplace legislation.

- Post secondary degree or diploma in Public Administration, Business Administration, Indigenous Governance, Human Resources, or a related field.
- Minimum 3-5 years of management experience.
- Expertise in business administration, HR, and financial management.
- Demonstrated experience in staff supervision, strong leadership, conflict resolution, budgeting.
- Strong organizational and analytical skills; proficiency in computer systems and applications.
- Experience working with traditional and non-traditional Elders, healers, and helpers.
- Demonstrated professionalism and ethics, with the ability to maintain professional boundaries with staff.
- Excellent communication skills, both written and verbal.

- AFOA certification
- experience supervision multiple departments

- Satisfactory 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.
- Must have the ability to work evenings, weekends, and on-call rotation.

- 2 weeks Paid vacation
- 2 weeks Paid Christmas vacation
- 5 Paid Cultural Days per year
- 5 Personal Leave Days per year
- 100% employer paid health and dental benefits
- Employer pension contribution matching

Please submit applications with cover letter and current resume to: hr@manitourapids.ca. Posting open until filled. We thank all candidates who apply in advance, however only those selected for interview will be contacted.

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.

