



Employment Opportunity – INTERNAL POSTING

KIIKENOMAGA KIKENJIGEWEN EMPLOYMENT & TRAINING SERVICES

To provide culturally appropriate opportunities for education, training and employment by providing professional advisory, support services, relevant systems and programs to empower individuals to take initiative for change in their own lives.

KIIKENOMAGA KIKENJIGEWEN
EMPLOYMENT & TRAINING SERVICES (KKETS) is currently seeking a:
EXECUTIVE DIRECTOR – KKETS

Job Location: Thunder Bay, ON

Job Description:

The Executive Director is responsible for the successful leadership and management of the organization according to the strategic direction set by the Board of Directors. The Executive Director will identify, build and manage long-term productive and sustainable relationships with strategic external business partners and the Matawa communities to ensure the ongoing success of KKETS.

Preferred Qualifications:

- University Degree in Business Management or Finance
- 5 or more years of progressive management experience working with First Nations in the field of training and education

Duties and Responsibilities:

- Overall management of all operations, programs services
- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization
- Oversee the efficient and effective day-to-day operation of the organization
- Oversee the planning, implementation and evaluation of the organization's programs and services
- Ensure that the programs and services offered by the organization contribute to the organization's mission, reflect the priorities of the Board, and are in compliance with funding agreements
- Develop, maintain, and expand strategic alliances and partnerships with private and public sectors businesses in order to increase employment and training opportunities
- Work with staff and the Board to prepare a comprehensive budget
- Research funding sources and write funding proposals to increase the funds of the organization
- Perform other duties as required

Fluency in either Ojibwe or Cree would be a definite asset.

For a detailed job description and full list of qualifications, please visit the employment section of our website at www.matawa.on.ca.

Closing Date: **December 18, 2017 @ 4:30pm EST.**

Please send your resume, covering letter to:

Re: KKETS Executive Director Job Application

Attn: Kelvin Moonias, KKETS Interim President

Kiikenomaga Kikenjigewen

Employment and Training Services

28 Cumberland St. N 3rd Floor

Thunder Bay, Ontario | P7A 4K9

Fax: (807) 768-4471

Email:

KKETS-reception@matawa.on.ca

