

Long Lake #58 First Nation

209 Otter Street
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Longlac, Ontario
P0T 2A0



Tel: (807) 876-2292
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Director of Operations – Full Time

Long Lake #58 First Nation is seeking an experienced business professional to fill our **Director of Operations** position. Reporting to the Chief and Council, the successful candidate will be responsible for the successful leadership and general management of the First Nation organization according to the vision, objectives and strategic direction set by Council.

Duties and Responsibilities:

The Director of Operations main responsibilities include making major organization decisions, department supervision, expense control, staff management, managing the overall operations and resources of Long Lake #58 First Nations and acting as the main point of communication between Chief and Council and all corporate operations. Specifically, the Director of Operations is responsible for the growth and profitability of the organization. This position requires an individual to be extremely organized, have a keen attention to detail and the flexibility to work with different aspects of the organization.

Qualifications/Skills/Must Haves:

Degree or Diploma in one of the following:

- Business Management, Business Administration, Business Accounting and Finance.
- 5+ years' experience in a management role.
- Experience in Executive Management (or equivalent) is strongly preferred.
- Experience working with a First Nation Council and/or a Board of Directors formed for the purpose of First Nation business.
- Ability to build effective relationships with potential partners and stakeholders.
- Demonstrated knowledge in overseeing organizational finances and budgets.
- Excellent communication and presentation skills, both oral and written.
- Negotiation skills that will reap full benefits for Long Lake #58 First Nation.
- Knowledge of First Nation agreements with third parties such as: governments, contractors, and definitive agreements.
- Proven ability and understanding and/or training in conflict management and change management.
- Ability to work non-standard hours, i.e., evenings and weekends when required
- Orientation of roles and responsibilities of new Chief and Council as any changeover occurs and ad hoc committees as they are created.
- Ability to openly assume additional responsibilities that may arise from the community, administration, and/or Chief & Council.

To Apply: Applicants must submit a cover letter, resume, three references and an updated police criminal record check (or if in process, proof of receipt is required), by email or hand deliver in person to:

Jonna Zechner
Human Resources
Long Lake #58 First Nation
P. O. Box: 609, Longlac, ON P0T 2A0
Email: careers@longlake58fn.ca

Deadline: Friday June 18th 2021

We thank all candidates who apply; however, only those selected for an interview will be contacted. Incomplete applications, without all the required documents will not be considered for this position.