



GINOOGAMING FIRST NATION

P.O. Box 89
Longlac, Ont. P0T 2A0
Tel: (807) 876-2242
Fax: (807) 876-2495

Employment Opportunity Band Governance Manager

Ginoogaming First Nation is located about 1 kilometer south east of Longlac, Ontario, adjacent to Long Lake. (40 kilometers east of Geraldton, ON).

Ginoogaming First Nation is governed by one (1) Chief and six (6) Councillors and consists of approximately 950 members, 300 on-reserve and the remaining that live across Canada. Ginoogaming First Nation is predominantly Ojibway with some ancestral Cree.

Ginoogaming First Nation falls under the Treaty #9 area, Nishnawbe Aski Nation and is one of the nine First Nations that make up the Matawa Tribal Council located in Thunder Bay.

Responsibilities:

Ginoogaming First Nation is currently seeking a business professional to fill the position of the Band Manager to lead a team of professional staff serving Ginoogaming First Nation membership. The major areas of management will include administration, finance and other areas deemed applicable by Chief and Council. The successful candidate will report to the Chief and Council and will be responsible for the efficient operations of all administrative services, working with all program managers. The Band Manager will represent in a positive, respectful and integral manner and be an inspiration to other program managers. A Job Description is attached.

Qualifications:

- Diploma in business or administration or equivalent.
- Knowledge and experience of First Nation culture and history.
- Significant leadership skills demonstrating at least 4 years senior management experience within a First Nation setting. Preferably as a Band Manager or similar.
- Must be bondable
- Police criminal record check required

Please submit your resume to:

Debbie Charles, HR Manager
debbie.charles@ginoogamingfn.ca

-or-

Sheri Taylor, Health Director
sheri.taylor@ginoogamingfn.ca

- **Closing Date: Until filled**
- **Salary will commensurate with experience/qualifications**

Only those selected for an interview will be contacted.



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Band Governance Manger – Job Description

Administration:

- Represent Ginoogaming First Nations' interests at all times in a positive, respectful, impartial manner and develop/maintain working relationships with Members, Community, Staff, industry partners, government and others.
- Operative decision making in all areas of administration
- Supervising operations within the band system, maintaining a positive working relationship with program managers and supervisors.
- Develop and implement a forecasted administrative Annual Plan
 - Be familiar with applicable acts related to First Nation operations
 - Become familiar with current Strategic and Infrastructure Plans
- Meet bi-weekly/monthly with program managers to ensure compliancy in the various departments
 - Conducting research and developing new ideas for effective delivery of programs
 - Review of program delivery and progress
 - Budget monitoring
 - Staff updates, evaluations and reviews if required
- Closely involved with the Operations & Maintenance Department
 - Capital projects
 - Housing
 - Water/pumphouses
 - Advocate for when required
- Responsible to ensure that reports are done in a timely fashion as required
- Assist the Human Resources Manager in the areas of hiring, orientation, supervision, mentorship, problem-solving as well as performance review, salary wage increases and discipline according to the Human Resources Policy.
- Work closely with the Economic Development officer for the application of various types of funding.
- Ensure communications are functioning for the operations of the First Nation.



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Financial:

- Annual review of the Financial Policies and Procedures
- Oversee finance in terms of control and to work closely with the financial team and program managers by:
 - Securing funding
 - Monthly Budget reviews
 - Financial reports
 - Funding agreements/Contribution Agreements
 - Audit process
- Maintaining and fostering relationships with funding agencies
- Drafting related proposals, reports and correspondence

Aide to Chief and Council:

- Provide direction to the Chief and Council ensuring the best interest of Ginoogaming First Nation as priority to any decision making.
- Be informed regarding legal liabilities and compliance.
- Prepare logistics for monthly band meetings.
- Provide appropriate documentation, ie: financial reports, progress reports and other documents as required.
- Liaise with the membership, staff and Chief and Council.
- Liaise with various government agencies and organizations on behalf of Chief and Council

Other Duties:

- The Band Manager may be required to perform other duties from time to time as assigned by the Chief and Council.