



WHITESAND FIRST NATION

P.O. BOX 68 • ARMSTRONG, ONTARIO • P0T 1A0

PHONE 807-583-2177 & 807-583-2238

FAX 807-583-2170

EMPLOYMENT OPPORTUNITY – BAND MANAGER

On behalf of the Chief and Council, the Whitesand First Nation Band Manager will assume all responsibilities of the day to day administration of the First Nation. The Band Manager will ensure the efficient and effective delivery of all funded programs and services and will provide supervision and leadership for delivery of administrative and program services to the members of Whitesand First Nation.

Education/Professional Requirements:

- Must have completed a post secondary degree in Business or Human Resources;
- Must have three (3) years of Senior Management working experience;
- Must have working/education experience in managing finances and budgets

Consideration will be given to individuals possessing a combination of an undergraduate degree, within similar disciplines and relevant working experience.

Qualifications/Abilities

- Extensive knowledge of First Nations as to their political roles and structures.
- Ability to communicate with personnel from various levels of government, First Nation Organizations and Funding Agencies;
- Ability to develop and maintain policies and procedures pertaining to all aspects of the First Nations Band Administration.
- Must possess management and leadership skills;
- Must be proficient in strategic planning and program development.
- Must possess skills in the administration, management/planning of human resources.
- Ability to establish good working relationships with funding agencies/other organizations;
- Ability to research funding sources and provide funding proposals
- Must be able to plan and manage the First Nations Finances.
- Must possess excellent verbal and written communication skills.
- Must possess strong skill in Sage Simply Accounting.
- Must possess strong computer skill in Microsoft Office.
- Must possess excellent skills in problem solving and decision making.

Knowledge Base: Knowledge of all federal and provincial legislation applicable to First Nation Administration including but not limited to federal employment standards, human rights, occupational health and safety, taxation, and health benefits

Salary: Negotiable

Please submit covering letter, resume, three (3) references, outlining qualifications, copy of criminal record check; either by mail, e-mail or drop off at the Band Office by November 13th, 2020 @ 12 noon.

Whitesand First Nation

P.O. Box 68

Armstrong, Ontario

Attention: Colleen Lavoie, Finance Manager

Email: collen.lavoie@whitesandfirstnation.com

Applications will be screened and only those selected will be contacted for an interview