

EELUNAPEEWI LAHKKEWIIT-DELAWARE NATION

JOB POSTING

Director of Operations



Job Summary

Location:

Delaware Nation
Administration Office
14760 School House Line
R. R. #3
Thamesville, Ontario
N0P 2K0

Job Status:

One Year Contract
(renewable based on
evaluation)

Education Level:

Preferred:

University degree in Business
Administration

College Diploma in Public
Administration or
management related program

Starting Salary:

\$100,000.00

Based upon
experience & skills

Application Closing Date:

**Job Posting Open until
Position is Filled**

Overview

The Director of Operation is a dedicated, highly organized and experienced individual who would not only work collaboratively with the Eelūnaapéewi Lahkéewiit (Delaware Nation) Council but would also welcome the challenge of playing a key role in ensuring the smooth and efficient administration of the day to day activities of the organization.

The Director of Operations that has been created to meet the changing needs of the Eelūnaapéewi Lahkéewiit (Delaware Nation) Council as it changes away from the administrative decision-making and transitions towards developing a strong governing council for the membership of the Eelūnaapéewi Lahkéewiit.

The Director of Operations will oversee all operations and is responsible for the management, administration and delivery of all the First Nation's programs and services are in order to ensure that the needs of the First Nation's Members are met in a reasonable, effective and efficient manner.

This position has the authority of setting directions and work plans within the overall administration and budgets. On matters related to new practices, policies, procedures and broad guidelines are given and approved by the Eelūnaapéewi Lahkéewiit Council as a whole.

Responsibilities

The Director of Operations has been given full authority to manage day-to-day administrative affairs.

The Director of Operations reports to the elected Chief of the E Eelūnaapéewi Lahkéewiit (Delaware Nation).

Director of Operations Executive Limitations

With respect to operating with the Delaware Nation Administration, the Director of Operations shall not cause or allow any practice, operational circumstance, activity, or decision that is either irresponsible or in violation of professional ethics.

Assets may not be inadequately maintained, unnecessarily risked, or unprotected. Actual financial conditions and performance shall not incur jeopardy or compromise the Council's Results & Priorities

Knowledge, Skills and Abilities

Knowledge

- Financial management and generally accepted accounting principles
- Human resources management
- Program management and delivery
- Program evaluations

Skills

- Team leadership and management skills
- Strategic planning skills
- Analytical and problem-solving skills
- Decision making skills
- Negotiation skills
- Effective communications skills

QUALIFICATIONS:**Education**

- University degree in Business Administration preferred
- College diploma in Public Administration or management related program preferred
- College diploma in Human Resources, a definite asset

Experience

- Minimum of five (5) years of proven administration with leadership experience in the management of a First Nation/First Nations organization or First Nation agency

Knowledge

- Through knowledge and understanding of accounting principles and requirements as related to financial management
- Of government and financial policies as related to First Nation business activities

Other

- Valid driver's license and reliable insured vehicle
- Must be able to travel
- Must be flexible to attend evening and/or weekend meetings
- Must be willing to verify proof of recent criminal reference check

CLOSING DATE FOR APPLICATIONS

Candidates interested in this position are asked to submit:

- A cover letter
- A resume
- 3 letters of references- 2 work related and 1 character

Please address your application package to the attention of:

Chief
Delaware Nation Administration Office
14760 School House Line
R.R. #3
Thamesville, Ontario
NOP 2KO

Marked: *CONFIDENTIAL - Director of Operations*

Deadline: All applications will be received until position is filled

NOTE: ONLY THOSE CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED