



JOB POSTING – Permanent Full-Time Program Manager

The Nokiiwin Tribal Council Inc. was incorporated in 2008. Nokiiwin provides services to member First Nations including Animiigoo Zaagi'igan Anishinaabek, Bingwi Neyaashi Anishinaabek, Biinjitiwaabik Zaaging Anishinaabek, Kiashke Zaaging Anishinaabek, Fort William First Nation and Pic Moberg First Nation.

The Tribal Council is mandated to provide services and programs to our member and affiliated First Nations. For more information go to www.nokiiwin.com

SUMMARY OF POSITION

Under the direction of the Executive Director, the Program Manager is responsible for the coordination, management and continuity of the organization's various programs and services. The Manager is also required to coordinate with the Executive Director and support staff with respect to scheduling, delegation, logistics and budgeting to ensure the successful facilitation of Nokiiwin Tribal Council Inc. (Nokiiwin) programs. This position will work with member communities to develop and deliver culturally appropriate strategies, training and supports in the Nokiiwin scope of services. Other managerial duties may be assigned as required.

Preferred Qualifications:

- Possess University degree or college diploma in a related field with a minimum of three (3) years of related work experience as a program or project manager (business, human resources, law)
- Intermediate to advanced knowledge of Microsoft Office (Word, Excel, Outlook, Powerpoint)
- Excellent writing skills - for documentation, training, processing and report writing
- Organizational and problem-solving skills, as well as attention to detail
- Use of an automobile, valid driver's license and appropriate insurance are required
- Willingness to travel extensively to Nokiiwin member First Nations
- Knowledge of the culture of First Nations, along with an understanding of their aspirations, socio-economic needs, stewardship values, and history; ability to speak Ojibway languages is an asset
- Knowledge of human resources and / or restorative justice processes would be considered an asset.
- Salary commensurate with education and experience.

Thank you for your interest; only those selected for an interview will be contacted.

Please send your cover letter, resume, and 3 work-related references by

12:00 noon December 21st, 2018 to:

Program Manager

Hiring Committee

Nokiiwin Tribal Council

384 Fort William Road, Thunder Bay, ON P7B 2Z3

E-mail: reception@nokiiwin.com