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<b>Position title:</b>	Program Manager	<b>Department:</b>	Management
<b>Reports to:</b>	Executive Director	<b>Term of employment:</b>	Permanent, full-time

<b>Reviewed by:</b>	Executive Director	<b>Date originally issued:</b>	December 2018
<b>Approved by:</b>	Executive Director	<b>Revision dates:</b>	n/a
<b>Name of approver:</b>	Audrey Gilbeau	<b>Next review date:</b>	December 2019
<b>Signature of approver:</b>			
<b>Date of approval:</b>	December 10, 2018		
<b>Date of revision approval:</b>	n/a		

**NOTE – APPLICANT IS TO INITIAL EACH PAGE AND SIGN FINAL PAGE**

**Position Summary**

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 appropriately strategies, training and supports in the Nokiiwin scope of services. Other managerial duties may be assigned as required.

## **Duties and Responsibilities**

- 1. In consultation with the Executive Director, is responsible for the development and coordination of the overall programming objectives, budgets and work plans:**
  - Oversee development of the overall annual plan for Nokiiwin’s programs.
  - Manages program communications and promotion.
  - Develops program budgets in consultation with support staff.
  
- 2. Responsible to oversee delivery of Nokiiwin’s programs according to funding guidelines, requirements, member communities’ needs and programming priority indicators:**
  - Supervises support staff to designs, present and offer community programs as required.
  - Administers program budgets in consultation with support staff, and ensures budgets are adhered to.
  - Develops and/or utilizes appropriate evaluation tools to assess achievement of each program’s priority indicators.
  - Updates and maintains spreadsheet with programming data on a monthly basis.
  - Prepares year-end report in accordance with funder and member communities’ requirements.
  - Updates annual program and work plans accordingly.
  - Submits an activity and status report using funder templates, or internally developed templates, to the Executive Director at the end of every month, including evaluation tool results.
  - Coordinates and finalizes overall reporting for approval by Executive Director.
  
- 3. Supervises program staff, providing human resources supports to Executive Director, including but not limited to providing staff direction and discipline and determining training requirements:**
  - Coordinate the recruitment, hiring, and training of candidates.
  - Prepare and facilitate regular meetings with the Executive Director and/or program staff.
  - Provides leadership to program staff, giving direction or discipline measures as necessary.
  - Evaluate staff performance and provide feedback.
  - Takes ownership for ongoing professional and/or self-development and/or training as required.
  
- 4. Actively promotes all programs to the communities and targeted beneficiaries through presentation, handouts or other:**
  - Prepares material required.
  - Maintains a monthly outreach log.
  - Collaborates with other staff members as appropriate.

- 5. Seeks new funding through federal, provincial and other funding sources:**
  - Regularly reviews funding opportunities and presents them to Executive Director for approval to move forward.
  - Drafts proposals for new or extended funding for programs.
  
- 6. Acts as a resource and develops and maintain culturally appropriate materials and resources, in support of program objectives:**
  - Assist/facilitates the delivery of workshops, seminars or traditional teaching arrangements in collaboration and coordination with other staff.
  - Ensures that effective and efficient use is made of all resources available to Nokiiwin in order to respond to the needs of communities.
  
- 7. Actively displays and adheres to Nokiiwin’s values, principals, policies and procedures:**
  - Strictly adheres to the organization’s personnel Policies and Procedures, including Code of Conduct, Confidentiality, Workplace Violence, Workplace Bullying and Health and Safety; and all other policies and procedures of Nokiiwin.
  - Acts professionally at all times, modeling humility, integrity, honest and respect with all colleagues and staff of Nokiiwin, as well as to all program participants and external contacts.
  - Ensures the safety of staff and the public at large.
  - Reports to work per established schedules, including commitments made in the community, and follows reporting protocol and process when unable to.
  
- 8. Perform other duties as required, in support of position mandate.**
  - May act as the backup to other staff when required to and directed by the Executive Director, to ensure commitments are met with respect to the planned and scheduled delivery of initiatives and activities.
  - Supervises and mentors students as assigned through establishing schedules and appropriate placement task assignments.
  - Other duties as required.

### **Qualifications**

- Diploma/Degree in related discipline.
- University degree preferred in human resources, business or law.
- Minimum three years’ experience as a program or project manager preferred.
- Use of an automobile, valid driver’s license and appropriate insurance are required.
- Satisfactory Criminal Record Check including Vulnerable Sector Screening Check and Satisfactory Financial Credit Check.
- Intermediate – advanced knowledge of Microsoft Office (Word, Excel, Outlook, Power Point).

- Ability to interpret and effectively manage multiple and competing priorities and deadlines.
- Proven ability to organize, evaluate, communicate and present information, both verbally and written.
- Demonstrated time management and project management skills.
- Proactive and able to work independently, with minimal supervision.
- Knowledge and experience working with the Indigenous community.
- Ability to speak the Ojibway languages is an asset

**Work Conditions**

- Manual dexterity required.
- Interacts with support staff and the public at large.
- Ability to lift up to 50 lbs.
- Irregular hours.
- Overtime may be required.
- Travel to member communities is required.

**I have reviewed and understand this job description and the job expectations of me.**

Date: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Signature: \_\_\_\_\_

HR Representative: \_\_\_\_\_