



Employment Opportunity

Position: **Governance Advisors (2)**
Status: Full-time Contract

Posting Reference #: NTC – 202307
Contract Length: 12 Months (possibility of extension)
Closing Date: February 6, 2023
Salary: \$64,464.40 - \$65,938.60 (after 3 months)

Opening Date: January 27, 2023
Location: Nookiiwin Tribal Council (Northwest Region)
Location: Southern First Nations Secretariat (SW Region)

Work with a growing team dedicated to increasing financial capacity amongst Ontario First Nations. The Capacity Connect initiative is a partnership between Nookiiwin Tribal Council and Southern First Nation Secretariat established in 2021 to support both First Nation finance personnel working across the province of Ontario, and to provide practical applications finance training to post-secondary students, or adults interested in working in the field.

We are seeking **two (2) Governance Advisors** to join our team. We offer a competitive salary, generous benefit package for full-time contract employees, flexible work hours, paid vacation and paid time-off, professional development and career growth. This position offers an exciting opportunity to be an agent of change as we work towards strengthening governance within First Nation communities across Ontario with the vision of creating independent, prosperous, and healthy communities.

Positions will be based within Northwestern, Ontario or Southern, Ontario.

Responsibilities:

- Work with individual First Nations in Ontario to provide professional support to Leadership and Management as they move forward in strengthening their governance priorities.
- Respond to requests in areas of assessment, training, and development of various governance priorities of; Leadership (Roles and Responsibilities), Accountability (other entities), Community Engagement (on and off reserve), Management selection, personnel, and Finance.
- Work closely with the Capacity Connect team to connect appropriate training and resources and will be responsible for facilitating and delivering presentations, and strategic planning sessions, training programs.
- Take the lead in assisting in the development of policies, procedures and other documents as requested.
- Ability to develop clear, concise, and accurate written communications and correspondence with strong oral, written, analytical, organization and interpersonal skills.
- Ability to establish and manage priorities to ensure that services and functions are performed in an efficient and responsive manner.
- Assist Chief and Council with governance workplan development.
- Facilitate regular communications amongst Ontario First Nations.
- Network, liaise and participate in various meetings, workshops, committees that advance First Nations governance development initiatives.
- Develop proposals and deliver presentations to support the strengthening governance initiative and related activities.
- Ensure timely submission of project deliverables reports and contractual obligations in a timely manner.
- Seek supplemental funding resources to support other initiatives.
- Prepare reports, correspondence, presentations as required.
- Prepare and deliver public presentations on governance development initiatives, process, and results, throughout Ontario.
- Ability to be a team player.
- Demonstrated ability to work without direct supervision.
- Self motivated
- Understanding and working knowledge of Microsoft Office (Outlook, Word, Excel)

Preferred Qualifications:

- A postsecondary education in Business Administration, Organizational Development, Policy Development, or equivalent education.
- Three to five years' experience working in a First Nation organization.
- Other combinations of experience and education, which meet the minimum requirements, may be substituted.
- Must possess and demonstrate excellent interpersonal, problem-solving skills are required, as well as strong verbal and written communications, including the proven ability to deliver presentations and generate discussion.
- Must possess Policy and Procedures development experience.
- Tact, intuition, diplomacy, and strong work ethics and good judgment.
- Organizational skills including the ability to work independently and as part of a team, as well as a high degree of initiative.
- Experience in the preparation and dissemination of regular reports and presentations.

- Be a strong team leader to fulfill project objectives, strategies and annual workplan and activities.
- An understanding of First Nations governance development issues and political environment considered an asset.
- Must have valid Ontario Driver's License and access to reliable transportation.
- Successful completion of a Level 1: Police Criminal Record Check (PCRC).

As Federal Employer, the successful candidates must be fully vaccinated against the COVID-19

Interested applicants can apply online at www.indeed.com

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

4:00 p.m. February 6, 2023

Only candidates who meet the qualifications and are granted an interview will be contacted.

Nokiiwin is an equal opportunity employer and is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation to apply or if selected to participate in an assessment process, please advise Human Resources.