



Animakee Wa Zhing #37

Forever the Sun Rises and the River Flows. (Treaty 3, 1873)

GENERAL MANAGER

Animakee Wa Zhing #37 First Nation is seeking applications for a General Manager. In this position, you will be responsible for the operation of the First Nation under the general direction of the elected Chief and Council. As recognition for hard work and determination, the successful applicant can look forward to a better than competitive annual salary, with a four-day work week, employer paid group benefit plan, employee/employee pension plan, and travel expenses.

Job Description:

The General Manager will be responsible for a wide range of duties, including leadership and organizational management responsibilities, financial planning and management, human resource planning and management and responsibilities related to relationships and advocacies. He or she will:

- Manage staff of the First Nation;
- Ensure policies are reviewed and updated regularly and are in compliance with relevant legislation;
- Establish objectives for the organization and formulate programs;
- Develop policies, procedures and by-laws for the review and approval of Chief and Council;
- Recommend, review, evaluate and approve documents, briefs and reports;
- Ensure appropriate systems and procedures are developed and implemented to provide budgetary control;
- Manage agreements and relationships with other levels of government;
- Maintain an open, equitable and service-oriented relationship between the community and the administration;
- Assist the Chief and Council with the design and implementation of physical development and strategic plans;
- Management of the community's infrastructure and assets.

We invite you to apply if you have:

- A relevant post-secondary degree or diploma, with at least five (5) years of management experience or equivalent;
- A certified Aboriginal Professional Administrator (CAPA) designation or be willing to obtain;
- Working knowledge of financial management, human resources management, and labour relations;
- A strong background in finance, including previous working knowledge of financial systems;
- Strategic and long-range planning skills, coupled with experience in organizational development/governance as well as public affairs;
- Sound decision-making skills and the ability to motivate your staff will also be crucial to your success in this position;
- Outstanding verbal and written communication skills as you will be interacting with a variety of stakeholders;
- In addition, it is essential that you have experience in writing proposals and proposal reporting as you will be required to produce, implement and report on municipal, territorial, and federal related program proposals.

Because the General Manager is responsible for working with and ensuring that the needs of the First Nation are met, preference will be given to qualified candidates with experience working in aboriginal communities and qualified aboriginal applicants. When applying you must include a detailed cover letter, detailed resume, a copy of your current (within 30 days) criminal records check which includes a vulnerable sector check (or proof that it has been applied for), and three references. **Please apply via email to: jobs@nwa37.ca. Position will remain open until filled.**