**Job Posting HR003**

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| **Job Posting**  | **Executive Director** **Thunder Bay, Ontario** |
| **Position Summary:** Keewaytinook Okimakanak is currently accepting applications for the position of Executive Director. The Executive Director will report to and work collaboratively with Keewaytinook Okimakanaks 6 Chiefs, the Executive Director is responsible for overseeing the day-to-day activities and supervising the various departments.**Duties and Responsibilities:** * Provide strategic planning and development leadership for KO; ensures strategic initiatives are completed by preparing detailed outlines of priorities and timelines and working with management to execute;
* Develops long term plans and economic development initiatives for Chief Council to review and approve;
* Provides direction to Managers in the development of proposals for funding; provides direction to the ongoing updating and implementation of the comprehensive community plan;
* Attends all Chief Council and general membership meetings and works with the Chief Council to develop relevant agendas; ensures that meeting minutes are taken, action items are set and followed up on by appropriate KO administration and/or staff;
* Builds relationships with external organizations/ partners in order to enhance KO’s operational, networking and economic development capabilities;
* Monitors federal, provincial and regional government and private sector activities, hearings and reports, which could influence the administration and operation of KO;
* Performs other duties and takes on additional responsibilities as directed by Chiefs Council

**Qualifications and Experience** * 5-10 years' experience in planning and strategic processes
* Knowledge of government contract management
* Financial Management and budgeting experience/education is a strong asset
* Knowledge of Canada Labour code, workers compensation and related legislation
* Significant knowledge and understanding of Ko’s peoples’ cultures, traditions, issues and communities
* Expertise in the ability to identify potential funding sources
* Strong planning and organizational skills
* Proven ability to lead initiatives from planning to execution and follow up
* Effective Public Relations and Public speaking skills
* Exceptional interpersonal skills
* Demonstrated ability to exercise judgement independently
* The ability to speak Oji-Cree would be considered an asset

**Other Requirements:*** Ability to travel frequently
* Valid G Class license
* Able to work flexible hours
* Criminal Reference Check required

**Accountability:** The Executive Director will be directly accountable to the Chiefs of Keewaytinook Okimakanak for the proper completion of the functions outlined in the job description. Qualified applicants are asked to submit their resume with three references to carolynloiselle@kochiefs.ca no later than Friday September 20th, 2019. |