

# SERPENT RIVER FIRST NATION

195 Village Road  
Cutler ON, P0P 1B0



Telephone: (705) 844-2418  
Facsimile: (705) 844-2757

## *EMPLOYMENT OPPORTUNITY*

### *Nisoonag Community Manager*

#### **Position Summary:**

The Nisoonag Community Manager is a specialized position responsible for the implementation and general oversight of the Nisoonag Initiative ensuring that the scope of services is in keeping with the mission, vision and values of the Serpent River First Nation and putting in place workplace structures and processes which foster a healthy work environment, making the Serpent River an employer of choice. The Nisoonag Community Manager will play a crucial role in supporting the Serpent River First Nation Financial Administration with financial administration and coordination related to the Nisoonag Initiative.

The successful candidate will be responsible for managing and supporting a team of community coordinators, ensuring effective communication and collaboration between team members, and providing guidance and support on financial administration matters related to the initiative. This role will involve working closely with the Serpent River First Nation Administration and other stakeholders to ensure the smooth operation of the initiative.

#### **Position Duties**

- Oversee and coordinate the administration of the Nisoonag Initiative, working closely with the Serpent River First Nation Financial Administration and the Director of Operations.
- Provides support, leadership and oversight to improve performance and enhance the quality of the work in the Nisoonag Initiative.
- Builds capacity to promote, protect and enhance the health, wellbeing and culture of individuals and communities through the Nisoonag initiative.
- Develops policy and procedures to support processes.
- Works in collaboration with the Director of Operations and the Finance Department to develop budgets to support the funding applications as requested.

- Prepares budgets, financial reports, special analysis and information reports as required.
- Works with the Director of Operations to ensure projects meet proposed timelines and are within proposed budgets
- Negotiates training and supports for staff to support building the capacity of the SRFN staff
- Is proactive in identifying issues and concerns related to timelines and budgets and proposed solutions to address them
- Collaborates and works in partnership with administration, and other related professionals, contractors, consultants, organizations, and those directly impacted by the needs of the Nisoonag Initiative
- Demonstrates sound knowledge of Anishinaabe culture and history and understands how these impacts on communication patterns, attitudes and approaches to community wellness
- Ensures there are accurate records for all related work
- Effectively functions within related software programs required to operate programs
- Manage and support a team of community coordinators, ensuring effective communication and collaboration.
- Liaise with community coordinators of the Nisoonag Initiative to gather invoices and other financial information, check-in on workloads, and provide guidance on financial administration matters.
- Ensure compliance with SRFN policy and procedures.
- Maintain accurate and up-to-date financial records and support overall project management of the initiative.
- Provide regular reports and updates to funders, project managers, including financial analysis, to assist in making informed decisions\
- Other duties as assigned

## **Qualifications**

- 2+ years of experience in a management role.
- Knowledge of accounting principles and practices, financial regulations, and standards.
- Excellent attention to detail, organization, and time management skills.
- Strong analytical and problem-solving abilities.

*Late or incomplete applications will not be considered. We appreciate your interest, however, only those selected for an interview will be contacted.*

*Preference will be given to Indigenous applicants.*

*\*Detailed Job Description is available upon request*

- Excellent communication and interpersonal skills, with the ability to work collaboratively in a team environment.
- Member of one of the Nisoonag Partnership Communities.
- Knowledge of the 7 grandfather teachings
- Strong understanding and knowledge of the Ojibway Culture and traditions
- Ability to speak and understand the Ojibway language is an asset
- Ability to multi-task in a dynamic environment
- Proven ability to organize and coordinate events
- Good organizational skills.
- WHMIS certification or ability to obtain within the first three months of employment.
- Developed interpersonal skills and the ability to effectively work with the general public management and employees.
- Be able to work overtime to meet deadlines and/or emergency situations
- Proficiency with Excel, computer software and office equipment
- Ability to work as a team in a fast paced environment
- Must provide a clear CPIC
- Must provide proof of COVID vaccination (two doses)
- Valid Ontario Class 'G' Driver's License with a clear driver's abstract.
- Knowledge of the 7 grandfather teachings

Interested applicants **MUST** submit a cover letter, resume, and three references (preferably 3 recent employment references from a direct supervisor/manager or 2 recent employment references from a direct supervisor/manager and one [1] character reference):

Attn: Human Resources  
 195 Village Road, Cutler Ontario, P0P 1B0  
 Fax: 705-844-2757  
 Email: [hr.jobs@serpentrivern.com](mailto:hr.jobs@serpentrivern.com)  
 By: September 6, 2023 at 4:00 pm

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