

Manager, Community Development

Employer: Ketegaunseebee Garden River First Nation

Posted: 4 months ago

Closing Date: June 02, 2023

ES Job ID: 14314

Location: Garden River

Sector(s): Executive and Management

Duration: N/A

Salary: 38.8

Job Description:

Position: Manager, Community Development

Salary Range: \$38.80 - \$42.77 (Pending Education & Experience)

Location: Community Development Department

Report to: CAO

The Manager, Community Development is responsible for supervising, assessing, and evaluating the activities and needs of the Community Development programs and initiates long term Program planning. The Manager, Community Development functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of the Garden River First Nation, and contributes to the accomplishment of the strategic priorities.

DUTIES

- Developing drafts of all By-laws and administrative policies and submitting to CAO on such draft by-laws and policies and advising on implementation and enforcement strategies
- Apprising the CAO of correct channels to follow and of policies and procedures previously adopted
- In conjunction with the Chief and Council, research, plans, and develops a long-range economic development strategy for the GRFN by:
 - Studying the community and its needs and defining the economic circumstances and opportunities of the GRFN. May utilize surveys and questionnaires in this regards and record and interpret the results
 - Planning, outlining, and implementing a long-term resource management and resource development program in harmony with long term goals by developing natural resources, forestry, fishing, trapping, commercial recreation, etc.
 - Maintaining accurate records and statistics and preparing reports including budget information as required
 - Writing and presenting necessary proposals to Chief & Council, lending agencies and government departments
 - Accounting for funds disbursed and providing audited financial statements
 - Arranging for necessary capital funds for the project if owned by the GRFN
 - Maintaining updated knowledge of governmental policies and procedures affecting his/her individual program so that these may be implemented in the best interests of the GRFN
 - Continuing to increase knowledge and skills through related courses and attend training/professional development as arranged
 - Maintaining open and professional communications with all funders and stakeholders
 - Engaging with local community, neighboring First Nations, and municipalities
 - Performing other duties as may be required or assigned

Required Skills:

- Required university degree in related field preferably, Bachelor of Arts in Administration and Human Resources

or an equivalent amount of education and experience as determined by GRFN;

- Required three years related experience and managing employees;
- Related experience including: Human Resources, counselling, financial/budgeting, proposal writing, programming, intergovernmental skills considered an asset;
- Demonstrated sensitive to and knowledge to the First Nation cultural values and traditions;
- Proven knowledge of economic development within First Nations, economic development opportunities and strategic planning
- Excellent organizational skills, time management skills, interpersonal and communications skills, both oral and written
- Must undergo a criminal record check prior to employment (At Applicant Expense)

How to Apply:

For a copy of the full job description please email employment@gardenriver.org and one can be forwarded

Interested applicants can email or drop off their cover letter, detailed resume, three work related references by: June 02nd @ 12:00pm(Noon). Please address the envelope and/or email "CD Manager - 2023-64" and submit to:

Human Resources
Garden River First Nation
7 Shingwauk Street, Garden River, ON P6A 6Z8
Email: employment@gardenriver.org

The Manager, Community Development functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of the Garden River First Nation, and contributes to the accomplishment of the strategic priorities. Garden River First Nation offers all full-time employees' employer matched pension, extended benefits (dental and vision), paid sick and vacation days.

PREFERENCE WILL BE GIVEN TO GARDEN RIVER BAND MEMBERS AND EXISTING EMPLOYEES.
SELF-IDENTIFICATION IS ENCOURAGED.

We thank all applicants for their interest; however only those selected for an interview will be contacted.