



Manager, Heritage

Department: Administration
Posting Date: March 15, 2024
Location: Nipissing First Nation, ON
Schedule: Standard Work Week
Job type: Fulltime/Permanent
Vacancies: 1
Reports To: Director, Administration
Starting Salary: \$74,438.00

What you'll do in the role

Administration:

- Responsible to the Chief Executive Officer for the effective and efficient administration of Nipissing First Nation Heritage and Library Services
- Prepare statistical information and other reports as required by the Chief Executive Officer.
- Responsible for the development and application for grant and funding programs relating to Heritage and Library programming and services.
- Responsible for the development, oversight and monitoring of approved work plans and program budgets for the Heritage and Library programming and services.
- Provide coaching, mentoring and support for the employees of the Heritage and Library department consistent with the policies and administrative processes for Nipissing First Nation.
- Ensure employees' growth and performance are supported by evaluating performance, providing recommendations for training promotions and discipline and termination of related staff.
- Oversee the inventories of supplies, equipment, and materials at an adequate level; replace when required within the Nipissing First Nation purchasing policy.
- Liaise effectively with the administration, other program managers and directors in support of the Nipissing First Nation strategic plan and to ensure cultural resources are available to support culturally appropriate resources are available across the administration.
- Oversee and support the Library Staff

Heritage:

- Provide oversight to your team with regular follow up with Researchers on projects that involve Nipissing First Nation.
- Oversee and ensure the effective coordination and administration of Heritage and Library advisory and ad-hoc committees, including but not limited to meeting preparation, logistics, minute taking, meeting follow up and committee honorariums.
- To identify, manage, and monitor resources and capacity for the Heritage and Library Program.
- Provides technical and coordination support to the following advisory committees within the Heritage and Library Department.

Archeological & Archives:

- Development of archival system for Nipissing First Nation ensuring that resources are maintained and effectively managed.
- Development of heritage polices and laws for Nipissing First Nation archival information.



Employment Opportunity

- Assist the Lands & Natural Resources Department in the coordination of the summer student archeological program and indexing of findings.
- Develop the NFN archeological management plan and work with Lands and Resources departments to ensure that said plan is in line with land and resource use objectives.
- Perform such other related duties as may reasonably be required by the First Nation Director of Administration.

Just a few reasons to join Nipissing First Nation

- Opportunity to work with a dynamic team with career growth across multiple departments
- Nipissing First Nation prides itself in providing its employees with job security, competitive wages and a safe working environment.
- On-the-job training to support your success in the role
- A defined contribution pension plan
- Comprehensive Health Plan including Medical, Dental, Vision, Life and Disability insurance
- Casual dress
- Better than average vacation and leave packages

What you bring to the table

- Respect for Indigenous culture and willingness to learn Ojibwe
- Must have Post-Secondary Degree or Diploma in Archeology or Archival study and related experience.
- Must have a minimum of three (3) years Management experience.
- Must demonstrate understanding and knowledge of Nipissing First Nation culture, language and heritage.
- Ability to negotiate contracts, manage projects, supervise, and mentor staff.
- Ability to communicate effectively and diplomatically, both verbally and in writing, with staff, community members and with outside agencies and partners.
- Demonstrated financial management, administration, human resource, program delivery, project management and conflict resolution skills.
- Excellent knowledge of First Nation reporting requirements and sound knowledge of First Nation programs and services.
- Ability to create and manage a budget with strong working knowledge of Microsoft Office Software Suites.
- Must exhibit a high degree of organization, initiative and self-direction.

Application Deadlines:

Nipissing First Nation adheres to the following process for our recruitment practices.

Closing March 29, 2024 - 1st Round

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- Applicants who are considered Round 2 or Round 3 will not be considered, regardless of when the application is received
- If no suitable candidate is found, the process will proceed to Stage Two



Employment Opportunity

Closing April 5, 2024 - 2nd Round

- Opportunities are open to spouses and children of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application
- Applicants who are considered Round 3 will not be considered, regardless of when the application is received
- If no suitable candidate is found, the process will proceed to Stage Three

Closing April 12, 2024 - 3rd Round

- Opportunities are open to all applicants (status and non-status)
- The posting will be open until filled

If you are excited by this opportunity and want to be a part of Nipissing First Nation, please apply online by emailing your cover letter and resume to resumes@nfn.ca no later than 4:30pm on the application deadline noted above.

Are you a member of NFN? If so, please read below:

- ✓ *Nipissing First Nation supports the training and growth of their members and strongly encourages their members to apply to positions.*
- ✓ *Work experience and training opportunities are taken into consideration when screening applications.*
- ✓ *Nipissing First Nation members are encouraged to apply to all rounds of employment postings.*
- ✓ *As per Section 24(1)(a) of the Ontario Human Rights Code, Nipissing First Nation gives preference to First Nation applicants for any employment opportunities.*

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