



EMPLOYMENT OPPORTUNITY

Manager, Culture & Language

Department: Governance

Posting Date: May 9, 2025

Location: Nipissing First Nation, ON

Schedule: Standard Work Week/35hrs

Job type: Permanent – Full Time

Vacancies: 1

New or Existing Position: New

Reports To: Director, Governance

Salary Range: \$74,438.00 - \$98,225.40

What you'll do in the role

- Responsible for the effective management and efficient administration of the Culture and Language department
- Develop and oversee departmental work plans.
- Assist in the development and overseeing of the departmental budgets.
- Assigning tasks and responsibilities to employees in the Culture and Language department
- Assist in providing coaching, mentoring, motivation, and support for the employees of the Culture and Language department consistent with the policies and administrative processes for Nipissing First Nation.
- Monitoring and evaluating employee performance and growth and provide recommendations for training and learning opportunities.
- Work in coordination with the Director of Governance and Cultural Advisor to support the implementation of the Culture and Language Strategy.
- Work in coordination with the Director of Governance and Heritage Manager to support the design, development, and implementation of the digital documentation of NFN culture and language.
- Preparing and reviewing briefing notes, reports, and providing updates to the Director of Governance, Chief Executive Officer, and NFN Council.
- Maintain inventories of supplies, equipment and materials at an adequate level; replaces when required within the Nipissing First Nation purchasing policy.
- Ensures adherence to occupational health and safety procedures.
- Assist in developing and monitoring evaluation mechanisms and performance indicators for all department activities
- Liaises effectively with the administration, other program managers and directors in support of the Nipissing First Nation strategic
- Monitor external Indigenous culture and language initiatives and participate as a technical resource on behalf of Nipissing First Nation
- Liaison with external organizations as required.
- Research and prepare applications for funding opportunities
- Maintain funding relationships with external funders.
- Ensure the mobilization of department staff to ensure consistent and inclusive language and cultural programming and services are being offered in the community.

Manager, Culture & Language

- Identifies and pursues opportunities to improve and evaluate the presence of culture integration for NFN community outputs
- Aligns department programs and services to ensure consistency with the NFN Culture and Language Strategic Plan and the overall NFN Strategic Plan.
- Support the effective coordination and management of the Translation Committee and any other advisory or ad hoc committees as it relates to NFN language including but not limited to, meeting preparation, logistics, minute taking, meeting follow up and committee honorariums.
- Oversee and support the design, development, and implementation of language specific initiatives, including but not limited to, a language repository or digital documentation.
- Oversee and support the design, development, and implementation of the community and NFN employee language classes.
- Ensure that language specific initiatives align with the overall NFN Strategic Plan and Chief and Council goals and objectives.
- Identify and pursue opportunities to improve and evaluate language initiatives for community and employee outputs.

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.
- Casual dress
- A defined contribution pension plan
- Comprehensive Health Plan including Medical, Vision, Life and Disability insurance.
- Better than average vacation and leave packages.

What you bring to the table

- Respect for indigenous culture and willingness to learn Ojibwe.
- Must have a post-secondary degree or diploma in Business Administration, Indigenous Studies, Leadership, or relevant field.
- Must have a minimum of 3 years relevant work experience
- Strong skills in overseeing programs, managing staff, and making strategic decisions.
- Understanding of cultural and language programs to effectively manage and deliver services.
- Strong skills in developing and implementing work plans and budgets to support work plans.
- Ability to effectively communicate key information, program updates, and policies to employees, Council, and Debendaagziwaad.
- Skills in assessing programs and ensuring quality standards are met.
- Knowledge of safety protocols to ensure a safe work environment.
- Ability to manage multiple projects in a timely matter.
- Ability to communicate effectively and diplomatically, both verbally and in writing, with staff, community members and with outside agencies and partners.

Manager, Culture & Language

- Demonstrated financial management, administration, human resource, program delivery, project management and conflict resolution skills.
- Excellent knowledge of external agency reporting requirements
- Excellent knowledge of Nipissing First Nation programs and services.
- Ability to create and manage a budget with strong working knowledge of Microsoft Office Software Suites.
- Exhibits a high degree of initiative and self-direction

APPLICATION DEADLINES:

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

Closing May 23, 2025 - 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

Closing May 30, 2025 - 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 June 6, 2025 - 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.



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- ✓ 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.