



Employment Opportunity

Heritage, Research & Library Manager

Department:	Governance
Posting Date:	November 28, 2025
Location:	Nipissing First Nation, ON
Schedule:	Full Time 35 hours per week
Job type:	Permanent
Vacancies:	One (1)
Reports To:	Director of Governance
Salary Wage:	\$75,930.40 to \$100,191.00

Nipissing First Nation is seeking a knowledgeable, culturally grounded, organized and forward-thinking Heritage, Research & Library Manager who is passionate about protecting and advancing the stories, knowledge, and history of the community. Our ideal candidate is committed to strengthening understanding—both within the Nation and beyond—through thoughtful stewardship, strong planning, and a dedication to ensuring Nipissing First Nation's heritage and knowledge systems are preserved, honored, and accessible for future generations.

What You'll Do in the Role

- Responsible for the effective management and efficient administration of the Heritage, Research & Library functions
- Assist in the development and overseeing of the departmental budgets
- Research and review the development of an archival system for Nipissing First Nation
- Responsible for the development of Heritage related policies and law for Nipissing First Nation
- Responsible for the development of a Nipissing First Nation archaeological management plan
- Work in coordination with other departments, such as the Lands and Resources Department, to ensure all activities are aligned
- Responsible for the development and implementation of Heritage related strategic objectives and goals.
- Act as a liaison for heritage related activities outside of Nipissing First Nation and with external organizations.
- Responsible for the effective management and coordination of the Research Review Committee



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- Responsible for accepting, reviewing, and providing recommendations on research requests in accordance with Nipissing First Nation's Research Policy
 - Responsible for reviewing research proposals and provides written recommendations to Council on research requests
 - Responsible for development policies that follow OCAP and other Information Privacy Acts
 - Act as a liaison with external organizations as required
 - Prepare and review briefing notes, reports, statistical reports, and provide updates to the Director of Governance, CEO, and NFN Council as it pertains to policy development, policy changes, or external governmental affairs
 - Monitor external Indigenous Heritage, Research and Library initiatives and participate as a technical resource on behalf of Nipissing First Nation
 - Research, prepare and submit applications for funding opportunities
 - Other duties as required.
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♥ ♥ Reasons to Join Nipissing First Nation

At NFN, we don't just offer a job, we offer a purpose-filled career in service to our community. Our workplace is one where learning is encouraged, growth is supported, and our culture is celebrated.

- ✓ Work with a passionate team rooted in community values
- ✓ Be part of an inclusive, supportive work culture
- ✓ Competitive salary and defined contribution pension plan
- ✓ Comprehensive benefits package – medical, dental, vision, life, and disability
- ✓ Business Casual dress and modern workplace practices
- ✓ Training, mentorship, and ongoing development opportunities

🌴 Vacation Time:

Start with three (3) weeks of vacation, plus enjoy a two (2) week paid office closure over the December holiday season – giving you time to rest, reset, and reconnect.

🌿 Additional Leave:

We offer better-than-average leave benefits to support your health, wellness, and work-life balance.



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What You Bring to the Table

- Must have a Post-Secondary Degree or Diploma in Archeology, Archival Studies, Library & Information Science or a related field
- Must have 3 years of work experience in one of the aforementioned areas of study
- Must have Experience working in a GLAM (galleries, libraries, archives, museums) institutions, a related government ministry, a community organization such a cultural center or Indigenous government office in roles related to archives, library/information science
- Knowledge of OCAP, the Freedom of Information and Protection of Privacy Act, the Information Management Act, the Personal Information Protection Act, the Copyright Act and associated policies and procedures relating to the general principals of access and privacy as they apply to the provincial and Indigenous context.
- Demonstrated financial management, administration, human resources, program delivery, project management and conflict resolution skills
- Ability to create and manage a budget with strong working knowledge of Microsoft Office Software Suites
- Excellent knowledge of external agency reporting requirements and of Nipissing First Nation programs and services
- Ability to maintain confidentiality and separate work from personal life in a close-knit community
- Cultural awareness and respect for Indigenous traditions and values

Application Deadlines and How to Apply

Nipissing First Nation follows a structured and fair hiring process. Please identify your eligibility clearly in your application.

Round 1 – Closing December 12, 2025,

Only open to registered Nipissing First Nation members.

(Round 1 applicants will be considered at this stage.)

Round 2 – Closing December 19, 2025,

Only open to spouses and children of registered NFN members and registered members of other First Nations.

(Round 2 applicants will be considered at this stage.)



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Round 3 – Closing December 26, 2025,

Open to all applicants (status and non-status).

Posting will remain open until the position is filled.

If you are excited by this opportunity and want to make a meaningful impact with Nipissing First Nation, please submit your **cover letter and resume** to:

✉ resumes@nfn.ca

🕒 **Deadline: 4:30 p.m. on the date assigned to your eligibility round**

🏠 **Are You a Member of NFN?**

Nipissing First Nation is deeply committed to the training, development, and employment of our members. ***We strongly encourage NFN members to apply,*** even if you don't meet every qualification. Your lived experience matters, and we consider all aspects of your background in the hiring process.

As per **Section 24(1)(a)** of the *Ontario Human Rights Code*, preference will be given to First Nation applicants.

*Miigwech to all applicants for your interest.
Only those selected for an interview will be contacted.*