



**Position Title: Operations Manager**

**Tenure: Full-time Permanent**

**Remuneration: \$26.00 /hour** (*possibility of negotiation based on experience and Omàmiwininì Pimàdjowin Board approval*)

**Hours of Work: Flexible**

**Hours Per Week: 35**

**Reports to: President, Board of Directors**

**Posted: 1 June 2020**

**Closing: 19 June 2020 at 11:59 p.m.**

**Interviews: Tentatively scheduled for 29 June 2020**

Are you looking to lead an innovative team and have the drive that it takes to move Omàmiwininì Pimàdjowin (OP) forward as a leading non-profit organization in promoting language and culture? Do you possess proven financial planning and budget management experience with a strength in proposal writing and seeking out funding opportunities? If this is you, please consider **joining our team** in this progressive leadership role!

### **ABOUT US**

Omàmiwininì Pimàdjowin (OP) is a non-profit corporation and registered charity. We are proud of our role in honouring and promoting our Algonquin heritage. OP is a dynamic and innovative place to work and a wonderful opportunity to revitalize, reintegrate, enhance and protect the cultural traditions and language of the Algonquins of Pikwakanagan First Nation.

### **DESCRIPTION**

The Operations Manager will report directly to the President of the Board of Directors and/or a designated Board Member. This position is responsible for the management of OP's resources, fiscal budgeting, personnel management, and materials. The Operations Manager is responsible and accountable for providing effective planning, management and support of the administration of OP and the Manido Chimam Museum and Gift Shop; and programs and efforts to revive the Algonquin Culture and Language within Pikwakanagan and the surrounding areas. The incumbent will be expected to report on all corporation operations/activities providing regular updates to the Board of Directors.

### **RESPONSIBILITIES**

The Operations Manager will be expected to perform all functions in a way that honours and respects all stakeholders and maintains confidentiality in recognition of the privacy entitlements of all members of the Algonquins of Pikwakanagan First Nation and Omàmiwininì Pimàdjowin.

Under the direction of the Board of Directors the Operations Manager will:

- Manage all aspects of human resources, contracting, performance management, learning and scheduling while adhering to corporate policies and guidelines;
- Represent and promote OP, the Algonquin Way Cultural Centre in a positive and proactive manner, by providing information, advice and development of material as required;
- Develop and maintain business relationships and ongoing communications with Algonquins of Pikwakanagan Registered members, the administration of the Algonquins of Pikwakanagan First Nation, Provincial and Federal representatives, and other stakeholders as required;
- Prepare funding proposals, research, reports, and actively seek donors and funding program contributions;
- Develop, implement, and update OP policies, plans and procedures;
- Oversee and evaluate culture related programs, efforts and opportunities for improvement as needed;

- Organize, coordinate and participate in the Board Meetings, Annual General Meetings;
- Maintain minutes, motions and corporate records for all Board Meetings;
- Oversee the operations of the Manido Chiman Museum and Gift Shop;
- Other duties as required.

## **QUALIFICATIONS**

- College or University education in Business Administration/Management and/or Cultural Resource Management with a minimum of 3 years related management experience;
- Or a combination of education, experience and training which OP deems equivalent.
- Previous experience with a not-for-profit, boards or committees preferred;
- Must have proven leadership skills and supervisory experience;
- Computer literacy is required, particularly with word processing, spreadsheet, and financial/bookkeeping and internet applications;
- Must be able to work a flexible schedule, which may include evenings and weekends as required;
- Must provide and maintain a current CPIC - vulnerable sector check;
- Must have current CPR and First Aid certificate and/or be willing to take the training;
- Proven knowledge of various government funding arrangements, programs, regulations and practices relevant to the operation of OP would be an asset;
- Knowledge of the customs and practices of the Algonquins of Pikwakanagan First Nation would be considered an asset.

## **ABILITIES**

- Ability to interpret and apply policies;
- Ability to complete a variety of tasks, multi-task, and meet deadlines;
- Ability to manage people, projects, and assignments;
- Ability to analyse, organize, and conceptualize;
- Ability to maintain effective interpersonal relationships with staff, community members and the public;
- Ability to maintain an elevated level of confidentiality.

## **KEY COMPETENCIES**

- Leadership
- Communications
- Reliability
- Flexibility and Adaptability
- Innovation and Initiative
- Results Oriented

## **LOCATION OF WORK UNIT**

Algonquins of Pikwakanagan First Nation (located on the beautiful shores of Golden Lake)

## **APPLICATION PROCESS**

If you would like a more detailed position description please contact:

Kelly Maracle via email to [kelly@m-powerconsulting.ca](mailto:kelly@m-powerconsulting.ca) or by phone at 613.920.1676.

If you are interested in applying to this position, please ensure that you have attached your resume and a detailed cover letter explaining how you meet the above qualifications and email them to [kelly@m-powerconsulting.ca](mailto:kelly@m-powerconsulting.ca) no later than June 19<sup>th</sup>, 2020. All resumes will receive a confirmation response. Only those applicants who qualify will be contacted for an interview.

- *The tentative interview date(s) are subject to change and are posted for planning purposes only*
- *Late applications will not be considered*
- *OP is an equal opportunity employer, as well, OP references Canada's Aboriginal Employment Preferences Policy*