



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

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# Job Board Posting



Careers.Indigenous.Link

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## Executive Director

<b>Job ID</b>	<b>0D-68-A4-93-26-A9</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=0D-68-A4-93-26-A9">https://careers.indigenous.link/viewjob?jobname=0D-68-A4-93-26-A9</a>	
<b>Company</b>	Paawidigong First Nations Forum Inc.	
<b>Location</b>	Dryden, Ontario	
<b>Date Posted</b>	From: 2019-05-22	To: 2019-11-18
<b>Job</b>	Type: Full-time	Category: Health Care
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	TBD	
<b>Languages</b>	English	

### Description

Our client, Paawidigong First Nations Forum Inc. is seeking an Executive Director to lead the organization toward continued service excellence and program growth. Reporting to the Board, the Executive Director will build upon the culturally appropriate health and social service programs while embodying the agency's mission, vision and values.

Located in Dryden, Ontario, Paawidigong First Nations Forum is a not-for-profit organization within the Treaty #3 area serving the First Nations communities of Migisi Sahgaigan (Eagle Lake), Wabigoon Lake Ojibway Nation, Wabauskang, Lac Seul and Lac Des Milles Lacs.

The Executive Director will lead and provide oversight for all health and social service program delivery as well as the administrative operations of the organization. In addition, the Executive Director will provide strategic advice and support to the Board and ensure strong positive public relations with all First Nation members as well as health care funders.

### ROLE RESPONSIBILITIES

- Undertake annual strategic and regular operational planning to ensure that programs, resources and staffing models are meeting the needs of communities;
- Build and manage a team of professionals inclusive of program planning and goal setting, setting work schedules, training and development and performance management;
- Oversee and review financials ensuring a strong financial cash position for the agency; providing direction and support to staff, ensuring a positive working relationship with the band and providing timely reports to the Board of Directors;
- Prepares and oversees the implementation of all policies and procedures inclusive of human resource management, financial, and program implementation;
- Build strong relationships with funding agencies, community leaders and key stakeholders within the Treaty#3 Dryden region;
- Oversees the creation and management of all communication initiatives for the agency including the agency website, general social media tactics and community newsletters, and;
- Coordinate and facilitate the Board of Directors meetings; participating in discussions, preparing the agenda, and providing reports on the corporation for the Boards review.

### SKILLS AND ABILITIES

- 8-10 years' Executive Director and/or similar experience
- Bachelors degree in either nursing, social work, or social services
- Experience reporting to a Board of Directors
- In-depth knowledge of Indigenous culture and values
- A passion for culturally appropriate health and social services
- Well-developed knowledge of system barriers to service
- Strong skills in financial management and business management
- Skilled in proposal writing and funding strategies
- Solid knowledge and skills in human resources
- Proven leadership, mentorship and coaching skills
- Able to motivate a diverse team through collaboration
- Strong communication and relationship building strengths

### How to Apply

If you would like more information about this position, please visit <http://bit.ly/PFNF-ED> or contact Melissa Pederson, Recruitment Specialist, Legacy Bowes Group at (204) 934-8843.

If you believe you can make a strong contribution as Executive Director please submit your resume in confidence to [Melissa@legacybowes.com](mailto:Melissa@legacybowes.com) quoting position #193129.