



**JOB POSTING
EXECUTIVE DIRECTOR
FULL TIME POSITION
EXECUTIVE SERVICES**

Salary Level: TO BE DETERMINED

SUMMARY OF RESPONSIBILITIES

The Executive Director is a visionary leader with knowledge and experience in organizational development, administration, change management, and governance who is ultimately responsible for the strategic management and implementation of short and long term plans while creating and sustaining a “service focused” organizational culture. The Executive Director is expected to foster teamwork throughout the organization’s departments and employees, to lead the development of government policies, procedures, and regulations, ensure their implementation, and monitor compliance. Effective relationships with government stakeholders, economic partners, and surrounding communities must be built and strengthened, while overseeing the development and implementation of a highly engaging communications strategy directed toward community members and the general public.

QUALIFICATIONS

- Master’s Degree in Business Administration with 7-10 years of management experience, including supervision

OR

Bachelor’s Degree in a related Business field with 10+ years of management experience, including supervision;

- Experience in the management of programs/projects; administration, staff, program delivery, financial and human resource allocations; liaising with government officials, participating in committees affecting First Nations Governments; and
- Possess a valid driver’s license.

All interested applicants must submit a cover letter, resume, and copies of all relevant certificates/diplomas, along with three references submitted on a Consent to Release Reference Check form (contact Human Resources) **no later than 5:00 pm on Monday, March 25, 2019** to the attention of:

**Shayleen Thompson, HR Staffing Officer
Administration Building # 1
Akwesasne, Quebec
H0M 1A0
(613) 575-2250, ext. 2147
E-mail: shayleen.thompson@akwesasne.ca**

- Applicants must clearly outline that they meet the qualification requirements on their resume.
- Native preference in hiring.
- A criminal record check is mandatory before start of employment.
- As a requirement of employment, all applicants must have a Canadian Social Insurance number.