



# Algonquins of Ontario Consultation Office Job Posting

## **EXECUTIVE DIRECTOR**

The Algonquins of Ontario (AOO) are looking to fill the vital role of Executive Director. This position will have the unique and groundbreaking opportunity to support the Algonquin Negotiation Representative (ANRs) in their ongoing efforts to rebuild and revitalize the Algonquin Nation through the negotiation towards and implementation of a modern-day Treaty, while also working to enhance the Algonquin presence across the unceded AOO Settlement Area.

<b>Position Title:</b>	<b>Executive Director</b>
<b>Reports to:</b>	<b>Algonquin Negotiation Representatives</b>
<b>Location:</b>	<b>Pembroke, Ontario, Canada</b>
<b>Salary:</b>	<b>\$90,000 – \$117,429 per annum</b>
<b>Benefits:</b>	<b>Competitive benefits package including Group Medical Plan and generous vacation and working hours.</b>
<b>Position Type:</b>	<b>Full-Time</b>

### **Opportunity Summary**

The AOO are on a journey of survival, rebuilding, and self-sufficiency – a journey of reconciliation. This journey began nearly 250 years ago when the first Algonquin Petition was submitted to the Crown in 1772. Today, the AOO are comprised of the following ten Algonquin communities:

- Algonquins of Pikwakanagan First Nation
- Antoine
- Bonnechere
- Greater Golden Lake
- Kijicho Manito Madaouskarini
- Mattawa/North Bay
- Ottawa
- Shabot Obaadjiwan
- Snimikobi
- Whitney & Area

Working with the Algonquins of Ontario provide an exceptional and rewarding opportunity for any person who seeks a complex, dynamic environment while contributing towards the process of rebuilding and revitalization of the Algonquin Nation.

The Executive Director will work in alignment with the ANRs, and in collaboration with the Principal Negotiator and the Technical Advisory Group, to achieve the organizational goals of the AOO. Other key responsibilities include leadership support to the ANRs as well as overarching management of AOO finances, staff, and resources.

This position also offers the unique and groundbreaking opportunity to be part of a team that is supporting the AOO in the historic negotiations of a modern-day treaty setting out Algonquin Aboriginal and treaty rights protected under Section 35 of the Constitution Act, 1982.



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### Position Responsibilities

The Executive Director is responsible for the leadership and oversight of four core areas:

1. Support to the Algonquin Negotiation Representatives
2. Organizational Management and Planning
3. Financial Management
4. People Leadership

The following summarizes the responsibilities of the position:

#### **Algonquin Negotiation Representatives:**

- Oversees and manages internal and external correspondence and communications and identifies matters of importance to the ANRs.
- Develops strong working relationships with the Algonquin communities comprising the AOO.
- Develops good working relationships with the following entities in order to persuade and advocate on behalf of the ANRs and the AOO mandates:
  - federal, provincial, and municipal governments
  - other public and private sector organizations
  - other Indigenous organizations and associations
- Oversees and provides direction to operational and capital projects and budgets in support of:
  - the negotiations toward a modern-day Treaty with the Governments of Ontario and Canada.
  - the review and development of recommendations to respond to consultation inquiries received from across the unceded AOO Settlement Area.
- Supports and assists in preparing the ANRs for governance- and treaty-related activity.
- Advocates for the development of SMART (**S**pecific, **M**easurable, **A**ttainable, **R**elevant and **T**ime-Bound) goals in alignment with internal capacity and the mandates or objectives of ANRs.
- Performs all functions in such a manner that ensures complete confidentiality of the AOO privacy entitlements.
- Directs the development of funding proposals, reports, and briefing notes for ongoing and new projects and services.
- Manages, monitors, and reports on operations of the AOO Consultation Office, including facility, fiscal, human, information, and material resources.
- Ensures timely information is provided to the ANRs regarding organizational activities.
- Provides recommendations to the ANRs regarding ongoing and urgent concerns.
- Attends ANR Meetings, Tripartite Subtables and Working Groups, as required.
- Ensures all ANRs, Tripartite Subtables, and Working Group meetings are arranged and staffed appropriately including agendas and relevant reports.
- Ensures that all meeting notes of the ANR, Tripartite Subtables, and Working Group meetings are recorded, filed, and distributed in the appropriate manner.
- Ensures all relevant AOO records and files are categorized, maintained and accessible.



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### **Organizational Management and Planning:**

- Responsible for providing effective planning, management, and support of the AOO Consultation Office's staff and the organization's resources to best meet the needs of the ANRs.
- Establishes and monitors transparent and responsive processes and practices.
- Oversees the development and evaluation of communication and engagement strategies, procedures, and opportunities for knowledge exchange.
- Ensures the maintenance and up-keep of all property including the management of leases, purchases, and agreements.
- Ensures a work environment consistent with the requirements of all health and safety standards and regulations.
- Ensures that a comprehensive and confidential system of record keeping for all programs is in place, including organizational files and property inventory.
- Recommends policies for consideration and direction to the appropriate Working Groups, and for approval by the ANRs (such as Human Resources, Financial, Governance).
- Implements the appropriate procedures and processes to ensure aligned with approved policies.
- Maintains an ongoing relationship with funders and communicate any changes in policy, conflicts in policies between funders as well as mitigate any adverse impact on operations and services.
- Maintains and recommend appropriate insurance coverage for the organization.
- Ensures that all necessary supplies and equipment are planned and provided for.
- Ensures that changes and improvements in services and management are developed to ensure effectiveness and efficiency.
- Ensures that changes resulting in additional financial requirements not previously accounted for or approved within the budget; structural changes; possible risk outcomes; and/or changes that would require unaccounted for or approved resources would be brought forward for recommendation to the appropriate Working Groups, and if determined for approval by the ANRs.
- Oversees and ensures internal goals and work plans as well as regular reviews are established in alignment with approved direction provided from the ANRs to ensure the success of the organizational goals.

### **Financial Management:**

- Ensures that all financial decisions and processes comply with the established structure utilizing the respective Trustees, Directors, and Officers within required decisions, signatory responsibilities, and financial decisions.
- Assists in the development of the organization's budget in conjunction with the ANRs and Finance Manager.
- Ensures expenditures are aligned to the budget.
- Assists in the preparation of regular financial reports for the ANRs.
- Ensures that financial forecasts are completed.
- Oversees all contracts, leases, and major purchases.
- Liaises with the various funders regarding budget submissions and requirements.



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- Working with the Finance Manager ensures that financial policies and practices are in place and brings forward recommendations for changes or additions, as required.
- Ensures all funding opportunities are investigated and if appropriate pursued.
- Directs and liaise with the Finance Manager to ensure that proper records, reports, and practices are maintained and carried out in the appropriate manner.
- Maintains current knowledge of financial resources, approve expenditures and sign vendors agreements, as authorized by the ANRs.
- Ensures financial reports and budgets are prepared and forwarded for consideration to the appropriate Working Groups, and for approval by the ANRs.
- In collaboration with the Finance Manager and respective Trustees, Directors, and Officers, to ensure that the Auditor be provided with the necessary information required to complete the audit within the specified time.
- In collaboration with the Finance Manager, evaluates and provides support to financial recommendations for future planning and development for consideration to the appropriate Working Groups, and for approval by the ANRs..

### **People Leadership:**

- Provides daily leadership to the AOO staff.
- Develops inclusive approaches that build trust and confidence, that motivate and inspire, and that promote the AOO values and principles.
- Ensures that personnel policies and practices are reviewed, implemented, and executed.
- Ensures the implementation and updating of the approved compensation framework.
  - Executes the approved framework ensuring that approved increases are budgeted for, qualifiers are achieved, and recruitment placement is adhered to.
  - Responsible for the re-evaluation of the compensation framework based on significant organizational changes and/or every three years. Proposed changes to be brought forward for consideration and direction to the appropriate Working Groups, and for approval by the ANRs.
- Ensures all hiring and dismissal of staff is properly handled to mitigate risk exposure to the AOO.
  - Notification to the appropriate Working Groups related to any new hire that is not successful during the probationary period.
  - Notification to the HR Recruitment Working Group of any staff turnover requiring recruitment to replace the position.
  - Proposed recommendations to be brought forward for consideration and direction to the appropriate Working Groups related to the termination of any staff member who has completed the probationary period or for the requirements of new positions, and for approval by the ANRs.
- Ensures that staff performance reviews and evaluations are carried out appropriately and documented.
- Ensures that all relevant documentation is maintained in a confidential personnel file for each employee.
- Ensures that staff submits the required documentation for leave as per the Absences Paid Leave Policy.
- Authorizes unpaid leaves of absence.
- Ensures that when an employee complaint or concern is received, they are responded to and handled in accordance with the established process.



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- Ensures the implementation of human resource policies and procedures.
- Ensures that staff are informed and has a current knowledge of all AOO Policies and Procedures.
- Ensures that suitable training is provided for staff, ANRs and other identified individuals providing services or supports to the AOO.
- Ensures that job profiles are in place and up to date for all staff.
- Plans and facilitate team meetings and team building opportunities as needed.
- Assigns, oversees, and evaluates the work of staff in the positions directly supervised.
- Delegates and assign duties and responsibilities to direct report staff as appropriate or required.
- Champions in a positive culture and workplace environment that embraces change.

### **About You**

#### **You are a proven leader who:**

- Has at least 15 years of relevant and progressive leadership experience.
- Has at least 5 years of leadership experience within an Indigenous community or experience consulting/ working with Indigenous communities on resolution, policies, projects.
- Is passionate about the survival, rebuilding, and self-sufficiency of all Algonquin communities.
- Understands the detrimental and lasting effects of colonization on Indigenous people.
- Can influence positive outcomes and de-escalate negative responses towards Indigenous people.
- Is responsive and adaptable, thriving in a dynamic, fast-paced and changing environment.
- Is self-motivated, self-organized, and self-improving with superior work standards.
- Excels at building successful working relationships and networks.
- Excels at leading internal teams with inclusive approaches that build trust and confidence, that motivate and inspire while promoting accountability, organizational culture, and adaptability.
- Has experience working within a political environment while maintaining a positive and professional image to gain buy-in and support of key issues.
- Has experience developing good working relationships in order to persuade and advocate on behalf an organization within federal, provincial and/or municipal governments.
- Has experience working within complex organizations with diversity in programs and projects.
- Has experience managing teams with full human resources capabilities including hiring, onboarding, training, coaching, constructive feedback, recognition, performance management, disability, and conflict resolution, and ending employment.
- Has proven experience developing risk management practices, including determining, drafting, and implementing key organizational policies.
- Has proven project management skills, including the effective implementation and management of multi-programmed, administrative, and financial activity.



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- Has developed and monitored organizational budgets with experience implementing cost controls, overseeing financial audits, reviewing payroll and benefits to ensure the effective use of fiscal resources.
- Has experience developing and implementing systems to drive efficiencies and quality for effective daily operations.

### **Additional Requirements:**

- Master's degree in Environmental Science, Political Science, or Business Administration or the equivalent combination of education and experience.
- Leadership or supervisory training is an asset.
- Advanced skills with the Microsoft Office suite.
- A valid G Class Driver's License.
- Able to lift up to 20kg (44 lbs.) and comfortable performing physical work within the field.
- Have a clear criminal record check for working with vulnerable populations.
- Be bondable in the Government of Ontario.

### **More about the AOO**

The Algonquins of Ontario Settlement Area includes a territory of nine million acres within the watersheds of the Kichi-Sìbì<sup>1</sup> and the Mattawa River in Ontario. Based on a Protocol signed in 2004, these communities are working together to provide a unified approach to negotiate a modern-day Treaty.

On October 18, 2016, the AOO and the Governments of Ontario and Canada reached a major milestone in their journey toward reconciliation and renewed relationships with the signing of the Agreement-in-Principle (AIP). The signing of the AIP is a key step toward a Final Agreement, which will clarify the rights of all concerned and open up new economic development opportunities for the benefit of the AOO and their neighbours in the Settlement Area in Eastern Ontario.

Since the signing of the AIP in 2016, the AOO and the Governments of Ontario and Canada have continued to advance negotiations towards a Final Agreement. If a Final Agreement is achieved through this next phase, and if it is ratified by Algonquins and by the federal Parliament and provincial Legislature, it will take the form of a modern-day treaty setting out Algonquin Aboriginal and treaty rights protected under Section 35 of the Constitution Act, 1982.

The Teachings of the Seven Grandfathers below are the guiding principles of the Algonquins of Ontario.

### **The Teachings of the Seven Grandfathers**

- **Kwayakoziwin: Honesty:** Honesty in facing a situation is to be brave.
- **Tabasenindizowin: Humility:** Humility is to know yourself as a sacred part of Creation.
- **Manàdjiyàn: Respect:** To honour all Creation is to have respect.
- **Sòngideyewin: Bravery:** Bravery is to face the foe with integrity.
- **Nibwàkàwin: Wisdom:** To cherish knowledge is to know wisdom.



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- **Sàgihidiwin:** Love: To know Love is to know peace.
- **Tebwewin:** Truth: Truth is to know all of these things.

### How to Apply

So, what do you say? Are you ready to support the Algonquin Negotiation Representatives in their efforts to rebuild and revitalize the Algonquin Nation?

**Qualified candidates are invited to submit their resume and a letter of introduction by 2:00 PM on Friday, May 7, 2021 to [recruitment@tanakiwin.com](mailto:recruitment@tanakiwin.com).**

When applying please ensure to list the position(s) you are applying for in the title of the email.

Please note that the AOO have obtained the services of an external organization to support this recruitment process and no applications will be accepted by the AOO Consultation Office. Only applicants who apply to the above email address will be considered for the position.

For members of our Algonquin communities, we ask that you please identify which community you are connected to in your cover letter.

The AOO welcomes and encourages applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

We thank all candidates for their interest, however, only those selected for an interview will be contacted.