The MISSISSAUGAS OF THE CREDIT FIRST NATION is accepting applications for the up to 2-year contract position of

**Director of Intergovernmental Affairs**

Closing Date: March 26th, 2020 @ 12:00PM

**Job Summary:**

This position provides support to the Chief and Council with intergovernmental affairs, political advocacy and advisory matters related to the overall internal and external governance.

**Educational Qualifications/Minimum Requirements**

- Post-Secondary degree plus 5 years of related experience in a First Nation organization; Or Post-Secondary diploma plus 7 years of related experience in a First Nation organization; Or Grade 12 plus 10 years of direct experience in a First Nation organization.

- Experience in the development of legislation, regulation and policy, preferably within a First Nations provincial/territorial organization or First Nations administration;

**Other Requirements**

- Knowledge of First Nations historical, political and legal issues
- Ability to work independently and as a member of a diverse team, where relationships are developed and maintained
- Ability to communicate orally and in writing
- Knowledge of the political structures and practices of MCFN
- Excellent analytical, judgement persuasion and consensus abilities
- High degree of organization, multi-tasking and priority setting skills in a fast-paced political atmosphere
- Ability to work a flexible schedule, including evenings and weekends as required
- Ability to work closely and collaboratively with the Chief Operating Officer
- Willingness to travel on short notice
- Solid background in computers with specific knowledge of Microsoft Word and Excel
- Specific knowledge and understanding of Mac systems, iPads, iClouds and syncing features
- Results of a current Criminal Reference Check
- Valid G Class Driver’s License and reliable vehicle
- Safe Food Handler’s Certificate or the willingness to obtain

**Salary:** $54,985.50 - $78,853.50

Please submit your cover letter, resume, proof of educational qualifications and three current references, two of which are employment related, to:

The Mississaugas of the Credit First Nation
Attention: Personnel Committee
2789 Mississauga Road
Hagersville, ON
N0A 1H0

Applications will also be accepted by fax at 905-768-1225 or via email at the address listed below.

A detailed job description is available at the Administration Building or by email at stephanie.laforme@mncfn.ca

Miigwech to all who apply, only those candidates selected for an interview will be contacted.