THE MISSISSAUGAS OF THE CREDIT FIRST NATION
is accepting applications for the permanent, full time position of

“Executive Director of Intergovernmental Affairs”

Closing Date: Friday December 18th at 12:00, EST

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 Qualifications:
- Post-Secondary degree in Political Science, Public Administration, Business Management, Indigenous Governance, Policy, Administration, or a related field, plus 5 years of related management experience in a First Nation organization; or
- Relevant Post-Secondary diploma in Political Science, Public Administration, Business Management, Indigenous Governance, Policy, Administration, or a related field, plus 7 years of related management experience in a First Nation organization; or
- Grade 12 plus 10 years of direct experience in a First Nation organization;
- Hands on experience in the development of legislation, regulation and policy, preferably within a First Nations provincial/territorial organization or First Nations administration;
- Results of a current Criminal Reference Check with Vulnerable Sector Screening;
- Valid G Class Driver’s License and reliable vehicle;
- Safe Food Handler’s Certificate or the willingness to obtain.

Required Knowledge, Skills and Abilities:
- Knowledge of First Nations historical, political and legal issues;
- High level of experience and knowledge with First Nation, provincial/territorial, municipal and Canadian governments;
- 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 at a high degree of proficiency;
- Knowledge of the political structures and practices of MCFN;
- Excellent analytical, judgement, persuasion, and consensus abilities;
- Innovative and creative thinker, with ability to think outside of the box;
- Ability to balance competing priorities and work in a fast-paced environment;
- 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;
- Knowledge of virtual meeting programs, including Zoom.

Assets
- Critical thinking skills, including the ability to research, analyze and evaluate and make decisions concerning complex information and ideas;
- Ability to articulate verbally and in writing complex information and ideas;
- Understanding of legislative and policy drafting processes;
- The ability and willingness to make decisions in a timely manner, demonstrating good judgement, respect for organizational policies and Mississaugas of the Credit First Nation values and inherent rights.

Salary: $100,000 - $115,000, per annum

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

The Mississaugas of the Credit First Nation
Attention: PERSONNEL COMMITTEE
2789 Mississauga Road,
RR#6 Hagersville, Ontario, N0A 1H0

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

A detailed job description is available at the MCFN Admin Building or via email at stephanie.lafomme@mncafn.ca

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

Late applicants will not be considered.