

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

“Chief Administration Officer”



Job Summary:

Reporting to Chief and Council, the Chief Administration Officer is responsible for leading, planning, managing and implementing Mississauga's of the Credit First Nation (MCFN) programs, services and policies. This position is also responsible for the provision of administrative expertise and overall direction to all employees (including directors/managers), and programs and services (including economic development initiatives) and other areas agreed upon and approved by MCFN Chief and Council.

The position is responsible for monitoring and ensuring that MCFN programs remain within established budgets by maintaining a close working relationship with the departmental directors, managers, and employees. The position is also responsible for effective liaison on behalf of Chief and Council with officials of the Federal, Territorial, Provincial Governments and other agencies in support of MCFN goals and objectives.

The successful candidate will lead and direct day-to-day administrative operations and all employees of the CFN to ensure the best interests of the Membership are built into the overall goals, objectives, programming, and policies of MCFN.

Education:

- MBA or Degree in public administration, political science, or a related field.
- Combined with experience working with First Nation governments, preferably at a senior level;

Knowledge:

- Sound knowledge of MCFN social structure, traditions, language and cultural values;
- Sound knowledge of government program requirements and specifically Nation First government program requirements;
- Experience with staff supervision and general management
- Knowledge of Federal and Territorial government programs, regulations and procedures;
- Good knowledge of funding agencies and associated requirements;
- Experience conducting or participating in negotiations;
- Exceptional financial management skills;
- Ability to plan, direct, develop, implement and evaluate programs, policies and procedures;
- Experience in conflict management, mediation and problem-solving.



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Skills & Abilities:

Management Skills:

- Experience working at the senior management or executive level, including the ability to direct, supervise and evaluate the performance of personnel;
- Ability to manage budgets;
- Ability to lead, direct and manage programs and policy development and delivery;
- Strong decision-making and problem-solving skills working within tight timelines;
- Ability to manage high levels of stress effectively;
- Well-developed organizational and time management skills;
- Ability to utilize a computer and associated software.

Interpersonal Skills

- Excellent communication skills, both oral and written;
- Ability to maintain discretion, tact, diplomacy, compassion and good judgement at all times under demanding circumstances and in a dynamic work environment;
- Ability to resolve conflicts and foster unity;
- Ability to make difficult decisions exercising cultural sensitivity;
- Ability to work effectively as part of a management team in a leadership role;
- Ability to establish and maintain professional relationships with staff, members, and the general public;
- Ability to provide strong leadership and motivate people;
- Ability to work flexible hours;
- Ability to maintain confidentiality.

Salary: based on qualifications and experience.

References: Three references required.

Application deadline: April 25, 2025.

Forward resumes to lane.terdik@mncfn.ca

