

NCFNG | CNGPN



NATIONAL CENTRE
FOR FIRST NATIONS
GOVERNANCE | CENTRE NATIONAL
POUR LA GOUVERNANCE
DES PREMIÈRES NATIONS

Position: QUEBEC REGIONAL MANAGER

Location: QUEBEC

The National Centre for First Nations Governance (NCFNG) is an independent national organization that is mandated to support First Nations across Canada as they seek to implement their inherent rights of self-government and to assist First Nations in the further development of their day-to-day government operations. NCFNG main headquarters is located on the Squamish First Nation Territory in West Vancouver, B.C. and also has offices in Saskatchewan, Ontario, Quebec and New Brunswick.

This leading-edge national First Nation organization is currently seeking an experienced and dedicated individual to become part of the NCFNG team as an *Quebec Regional Manager* for NCFNG, at our Quebec Regional Office, taking on a variety of challenges and initiatives to help the NCFNG realize its goal of “**creating a new memory into the minds of the children**”.

THE CANDIDATE:

The Regional Manager of Quebec ensures strong performance of administrative, financial, and support services, including the achievement of work plans and objectives as directed by the Director of Operations. The incumbent coordinates and provides direction to all regional staff and activities, consistent with operational requirements in the Region. He/she is the regional contact person in the province of Quebec for the Centre. The Regional Manager is focused and responsible for the development, delivery, and coordination of the Centre’s four core services in the Region. The incumbent will support and foster relationships with strategic partners and community organizations. With support from the CFO the Regional Manager develops and manages the Regional budgets and financial reports. The incumbent monitors the Region’s activities/services and reports accordingly.

QUALIFICATIONS:

- Degree in Business Administration, Management, Political Science or a related field with a minimum of 5 years of relevant senior experience, or equivalent combination of experience and education;
- A minimum of 5 years experience with First Nations or Aboriginal organizations in a related capacity;
- Significant knowledge of First Nations issues, governance, socio-economic, grassroots and community issues, traditions, cultures, and political systems;
- Demonstrated management experience supervising, mentoring, and training staff;
- Intermediate level of knowledge of computer software programs including, Excel, Microsoft Work, PowerPoint, Outlook, email, wireless communications, etc.;

- Demonstrated superior interpersonal, teamwork, management, negotiation, leadership skills, and sound judgement;
- Successful experience in relationship building and conflict resolution skills in order to influence, create, and maintain strategic and stakeholder relationships;
- Demonstrated strong written and verbal communications and presentation skills;
- Demonstrated diplomacy, tact, decision making ability, planning, and organizing skills;
- Ability and willingness to travel when required;
- Must be able to communicate and speak the French language and knowledge of Aboriginal language and culture would be an asset.

If you are qualified and want to assist the National Centre for First Nations Governance achieve its goals, please submit a cover letter clearly demonstrating how you meet the criteria along with a current resume in English and French, and preferably MICROSOFT WORD format or PDF, salary expectations and three (3) work related references to the attention of Mr. Gaylord Knott, Human Resource Manager at the following E- mail address: NCFNGResumes@fngovernance.org

Deadline is July 4, 2008 @ 5:00 pm Eastern Standard Time

For more information about the National Centre for First Nations Governance, please visit our website: www.fngovernance.org

Please be advised the National Centre for First Nations Governance appreciates the interest and efforts of all the applicants, however, only those candidates selected for interviews will be contacted.