



Musk-kosimiziibing

Formerly Big Grassy River First Nation

403 - B Anishinabe Way
P.O. Box 414, Morson, Ontario POW 1J0
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www.biggrassy.ca

Director of Operations Internal/External

Musk-kosimiziibing is seeking a culturally grounded and experienced Director of Operations to lead and support the day-to-day administration of the First Nation. Reporting directly to Chief and Council, the Director supports the community's vision and helps to strengthen both leadership practices and everyday operations.

This position ensures that all programs, services, and administrative functions reflect the values, traditions, and priorities of Musk-kosimiziibing. The Director of Operations will foster a respectful, inclusive, and accountable work environment while building strong relationships with leadership, Elders, staff, and community members. This role contributes to long-term Nation-building by supporting sustainable operations, community well-being, and culturally aligned service delivery.

General Duties and Responsibilities:

- Provide strategic and operational leadership in alignment with the direction of Chief and Council and the First Nation's governance structures.
- Translate community priorities and leadership direction into actionable operational plans.
- Oversee programs and services to ensure they are accessible, culturally respectful, and responsive to community needs.
- Promote a holistic approach to service delivery that supports the social, cultural, economic, and wellness needs of the community.
- Work collaboratively with the Finance department to support responsible financial planning, reporting, and accountability.
- Foster a respectful, inclusive, and culturally safe workplace that reflects community values and traditions.
- Mentor and support staff through capacity-building, training, and professional development.
- Ensure compliance with First Nation policies, funding agreements, and applicable regulations.
- Review and strengthen policies and procedures to reflect best practices and community priorities.
- Identify and manage organizational risks while promoting ethical decision-making and integrity.
- Oversee planning and delivery of programs, services, and capital projects in alignment with community goals.
- Promote open, transparent, and culturally appropriate communication with community members.
- Provide regular operational and performance reports to Chief and Council.

Qualifications and Experience:

- Minimum five (5) years of progressive leadership experience in operations, administration, or a related field.
- Demonstrated experience working with or within a First Nation, Indigenous organization, or community is strongly preferred.
- Experience supervising staff and managing multiple departments or programs.
- Strong understanding of First Nation governance, community priorities, and culturally grounded approaches to service delivery is an asset.
- Proven leadership, strategic planning, and project management skills.
- Strong financial management and analytical skills.
- Excellent communication, relationship-building, and conflict resolution abilities.
- High level of integrity, professionalism, and ability to handle confidential information.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Willingness to complete the AFOA Canada Certified Aboriginal Professional Administrator (CAPA) program.
- Satisfactory Criminal Record Check and Vulnerable Sector Check required upon offer.

Salary and Working Conditions:

- Salary Range: \$100,000 – \$125,000 annually.
- Full-time position (37.5 hours per week).
- Office hours: Monday to Friday, 9:00 AM – 4:30 PM (shortened hours on payday Fridays).
- Primarily office-based with flexibility required for evenings, weekends, and community events.
- Regular attendance at community meetings, gatherings, and engagement sessions is expected.
- Frequent interaction with leadership, Elders, staff, and community members.

Benefits:

- 100% employer-paid benefits.
- 50% pension plan matching.
- Paid vacation and sick leave.
- Two (2) weeks paid leave during the Christmas break.
- Cultural leave provisions to support participation in ceremonies, traditions, and community responsibilities.
- Opportunities for professional development and support for ongoing learning.

**Position available immediately. Applications will be accepted until the position is filled.
Please send cover letter and resume along with three work related references to:**

Allison Jack, Human Resource Administrator
Musk-kosimiziibing
P.O. Box 414
Morson, Ontario POW 1J0
Fax – 807-488-5533
hradmin@biggrassy.ca

or drop off at: Musk-kosimiziibing Administration Office
403-B Anishinabe Way
Musk-kosimiziibing

Please note: Applications will be shortlisted in accordance with qualifications and only those applicants granted an interview will be contacted. First preference for employment positions will be provided to internally qualified members of the First Nation.