



Employment Opportunity

Position Title: Governance Director
Governance and Administration Department

Location: Magnetawan First Nation/Hybrid
10 Highway 529, Britt, ON P0G 1A0

Classification: CONTRACT – 9 Months (possibility of extending contract)

Reports to: Executive Director

Salary: \$52.78 per hour to \$59.86 per hour (\$96,060 to \$108,945 Annually)
(Commensurate with qualifications & experience)

Duration: 35 hours/week (Monday – Thursday)
2-week Christmas closure

Closing Date: Friday, September 12, 2025.

JOB DESCRIPTION & REQUIREMENTS:

The Governance and Administration Department of Magnetawan First Nation plays a central role in ensuring transparent, accountable, and culturally aligned governance practices that reflect the values and aspirations of the community. The Governance Director supports Chief and Council in their leadership roles, coordinates governance-related initiatives, and fosters community involvement in decision-making processes.

Reporting directly to the Band Administrator and working closely with Chief and Council, the Governance Director is responsible for managing all governance activities including policy development, strategic planning, Council support, community engagement, and intergovernmental relations. The ideal candidate is a highly organized leader with a strong understanding of Indigenous governance systems and a commitment to nation-building.

KEY RESPONSIBILITIES:

- Support Chief and Council with the coordination of governance operations, including meeting scheduling, agenda development, minute-taking, and follow-up.
- Lead the development, review, and implementation of governance-related policies, procedures, and strategic planning documents.
- Monitor and ensure compliance with relevant legislation, funding agreements, and internal governance frameworks.
- Develop and facilitate workshops, governance training, and engagement sessions for leadership, staff, and community members.
- Strengthen internal governance capacity and promote transparency and accountability through effective reporting and communications.

- Build and maintain intergovernmental and inter-organizational relationships with other First Nations, government bodies, and advocacy groups.
- Support the development and implementation of self-governance, custom election codes, membership laws, and other self-determination initiatives.
- Supervise staff or consultants supporting governance-related projects.
- Maintain organized and confidential records of all governance-related matters.
- Other duties as assigned.

REQUIRED KNOWLEDGES, EXPERIENCES, AND SKILLS:

- Post-secondary education in Indigenous governance, public administration, political science, law, or a related field; or an equivalent combination of education and governance experience.
- Minimum 5 years of experience in a senior governance, policy, or advisory role, preferably within a First Nation organization or government.
- Strong understanding of Indigenous governance models, Crown-Indigenous relations, and community-based decision-making structures.
- Knowledge of legislative frameworks affecting First Nations, including the Indian Act, self-government agreements, and consultation protocols.
- Exceptional communication, research, facilitation, and writing skills.
- Demonstrated ability to maintain confidentiality, integrity, and diplomacy.
- Proficient in Microsoft Office, records management, and digital tools for communication and project coordination.
- Experience working with or within First Nation communities is required.
- Knowledge of Anishinaabemowin and Anishinaabe governance values is a strong asset.
- Satisfactory Vulnerable Sector Police Record Check
- Drivers abstract
- Must have a valid driver's license and access to reliable transportation.

Please submit a cover letter, resume, and three references to applyvia@mnpc.ca by Friday, September 12, 2025 at 6pm EST. Preference will be given to Magnetawan First Nation Band Members and qualified individuals of Indigenous descent, but this post is open for all to apply.

Please include "Governance Director" in the subject line.