

## COUCHICHIING FIRST NATION EMPLOYMENT OPPORTUNITY



### Executive Director Couchiching First Nation

Couchiching First Nation requires an Executive Director, reporting directly to Chief and Council, the Executive Director will serve as the primary representative of Council, responsible for overseeing the organization's operations, strategic planning, and governance. This leadership role is focused on enhancing internal processes, promoting transparency and communication, and ensuring the effective delivery of programs and services to members.

The Executive Director will also play a critical external role, advocating on behalf of the organization and Indigenous communities through government relations, public engagement, and strategic partnerships. Key responsibilities include policy development, committee leadership, business development, and evaluating opportunities for growth and collaboration. This is a dynamic position requiring strong leadership, financial acumen, and a commitment to advancing the interests of the organization and its members.

Applicants must meet the following criteria:

- Completed post-secondary diploma or degree in business administration or management, or a relevant or related field.
- Three years of experience in a Leadership-level position, ideally within an Indigenous or not for profit organization.
- Experience in Finance (business development, financial analysis, strategic planning, etc) including budgets, financial reports and project expenditures.
- Strong communication skills – oral and written
- High level of integrity, confidentiality, and accountability
- Ability to manage competing priorities and multi-task.

Salary commensurate with education and experience. All applicants will be subject to a Criminal Record Check (with Vulnerable Section Query), and Child Abuse Registry Check. Interested parties should apply in writing to:

**Deadline:** Open until filled.

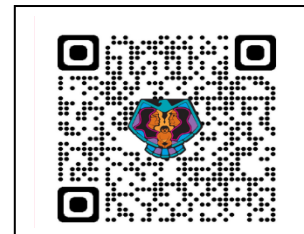
#### How to Apply:

Applicants should include their resume, cover letter and 3 references. References must include three employment related references and written permission to contact those references. You can submit your application to Couchiching First Nation Human Resources by email, mail, or in person.

**By Email:** [recruitment@couchiching.ca](mailto:recruitment@couchiching.ca)

**Postal mail, or in person at:**

Human Resources: Couchiching First Nation  
RMB 2027, RR2, Fort Frances, Ontario P9A 3M3



*All suitable, qualified Couchiching Band members shall be given first preference.*

*While we appreciate all who apply, only those selected for an interview will be contacted.*

*All late applications will be returned unopened.*

*All incomplete applications will be returned to the applicant.*

*CFN welcomes applicants from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.*