



ANISHINAABE ABINOOJII FAMILY SERVICES

EMPLOYMENT OPPORTUNITY: Internal/External Posting

Director of Transition

Full-Time Permanent

Location – Kenora

POSITION SUMMARY:

We are seeking a passionate and organized individual to join our team as a Director of Transition reports to Executive Director. The Director of Transition plays a pivotal role in overseeing the transition and devolution process of Anishinaabe Abinoojii Family Services in accordance with Bill C92. This position entails managing capital assets, general administration, office operations, First Nations community engagement, and relationship building. The Director of Transition serves as a liaison for transferred agencies and collaborates closely with internal stakeholders to ensure a smooth transition process. Additionally, this role oversees cultural coordinators and requires fluency in Ojibway with a deep understanding of Anishinaabe culture.

QUALIFICATIONS

- Bachelor's degree in business administration, Public Administration, or a related field. Master's degree preferred.
- Minimum of 5 years of experience in a leadership role, preferably in a First Nations organization or community-based setting.
- Sound knowledge of Bill C92 regulations and requirements.
- Fluency in Ojibway language with a strong understanding of Anishinaabe culture and traditions.
- Excellent communication and interpersonal skills, with the ability to build relationships and collaborate effectively with diverse stakeholders.
- Strong organizational and project management abilities, with attention to detail and a focus on results.
- Demonstrated experience in capital assets management, administration, and community engagement.
- Ability to work independently and as part of a team in a dynamic and fast-paced environment.
- Must possess a valid Ontario G Driver's Licence and be willing to travel and clear Vulnerable Sector Check.

RESPONSIBILITIES

- Lead the transition process in alignment with Bill C92 regulations and guidelines.
- Develop and implement transition plans for the devolution of services to the community.
- Ensure compliance with legal and regulatory requirements throughout the transition process.
- Manage the organization's capital assets effectively, including property, equipment, and resources.
- Supervise administrative staff and ensure efficient office operations.
- Establish and maintain administrative policies and procedures to support organizational goals.
- Assisting in budget planning and financial reporting in collaboration with the finance department.
- Foster positive relationships with First Nations communities and stakeholders.
- Represent the organization in community events, meetings, and forums as required.
- Serve as a primary point of contact for transferred agencies involved in the devolution process.
- Facilitate communication and coordination between the organization and external stakeholders.
- Work closely with internal teams to develop comprehensive plans for the devolution of services.
- Identify potential challenges and develop strategies to mitigate risks during the devolution process.
- Provide supervision and support to cultural coordinators within the organization.
- Ensure cultural programming aligns with Anishinaabe values and traditions.

WORKING CONDITIONS:

Work normal business hours but may be required to do some work in the evenings or outside normal working hours. Able to work on a computer for long periods of time. Required to spend long hours concentrating which will require attention to detail and high levels of accuracy; and required to meet a number of deadlines which may cause stress. Travel to semi-remote Anishinaabe communities on rough and winding class "C" roadways.

Salary: \$100,291- \$123,000

Benefits: AAFS offers 4 weeks paid vacation, Extended Health, Dental, Group Life, AD&D, & Disability benefits after one month of employment and participation in our Pension program.

We are committed to recruiting a diverse workforce that represents the First Nations communities that we serve. Preference will be given to Internal and/or Indigenous applicants. Please self-identify upon applying.

AAFS welcomes and encourages applications from people with disabilities and will provide accessibility accommodations as part of the application process upon request.

IF THIS EXCITING OPPORTUNITY INTERESTS YOU, PLEASE SUBMIT YOUR RESUME WITH COVER LETTER QUOTING FILE #DOT2024OUF to:

Human Resources Manager by E-mail to AAFS.HumanResources@aafs.ca or c/o 20 Main Street South, Kenora, Ontario P9N 1S7 or Fax: (807) 548-1345

DEADLINE TO SUBMIT APPLICATION IS: OPEN UNTIL FILLED