



ODAWA NATIVE FRIENDSHIP CENTRE

EMPLOYMENT OPPORTUNITY

FULL-TIME: Director of HR/Operations

Deadline for applications: December 9, 2022

JOB SUMMARY

Under the direction of the Executive Director and as a member of the Management Team, the Director of HR/Operations will be involved in coordinating and communicating office activities, reception duties, contract management, supplies and stationery, health regulations, and general troubleshooting.

The Director of HR/Operations is responsible for supervising staff, coordinating staff recruitment, providing advice and support to staff, and ensures that they have accurate and timely information including job descriptions, performance reviews, personnel and other related policies.

The Director of HR/Operations will be responsible for the safety requirements of the organization's facilities and assets.

QUALIFICATIONS

- Minimum Bachelor's degree in business, marketing, or related field required, or a combination of work-related experience, and/or hold the Certified Aboriginal Professional Administrator (CAPA) designation.
- Minimum five (5) years working experience in business management and/or marketing required.
- Knowledge and/or experience working in a non-profit charitable organization.
- Experience in third party contractual administration and in project monitoring.

Skills:

- Excellent organizational, strategic, planning and implementation skills.
- Excellent management writing and verbal communication skills.
- Strong presentation, written, and verbal skills.
- Proven skills to interact effectively with employees in order to direct work flow, assess performance and assign duties.
- Understanding of the industry and areas of service.
- Able to create realistic schedules and meet deadlines under stress and interruptions.
- Confident with decision making in regards to determining project guidelines, purpose, following through and completion.
- Understanding of financial reports including budgetary guidelines and project expenditures.
- Ability to assign and delegate work, problem solve, answer questions and evaluate results of Performance.
- Computer literacy, including effective working skills of MS Word, Excel, PowerPoint, Adobe products and e-mail required.

- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts.
- Ability to follow through and complete overlapping projects.
- Strong knowledge of accounting procedures involving procurement, travel, and budget management.
- Knowledge of supplies, equipment, and/or services ordering, as well as inventory control of these items.
- Experience in managing third-party service providers.
- Able to maintain electronic filing systems, databases, and basic minutes management.
- Knowledge of local and federal regulations and ordinances.
- Excellent analytical and problem-solving skills.
- Meticulous records maintenance skills.
- Superior telephone manners and strong interpersonal skills.
- Good financial and business awareness.
- Strong customer service orientation.
- Must possess a high level of moral judgment for handling confidential information.
- Strong diplomatic, negotiation, and conflict resolution skills.
- Basic knowledge of accounting systems, budgets, and internal controls.
- First Aid skills and/or certificates are considered assets.

Personal Attributes:

- Maintain strict confidentiality concerning financial and employee information.
- Be honest, trustworthy, and respectful.
- Possess cultural awareness and sensitivity.
- Be flexible and highly adaptable.
- Demonstrate sound work ethics and business acumen.
- Self-motivated and able to work with minimal supervision in a team-oriented setting.
- Demonstrate diplomacy, tact, and sound judgment.
- Innovative, results orientation, and strategic thinking.

Conditions of Employment:

- Ability to work flexible hours including evenings and/or weekends.
- Ability to travel, including overnight.
- Must have a valid Ontario driver's license and reliable transportation.
- A clear criminal reference check (CPIC) will be a condition of the employment offer.

If you are interested and meet the above criteria and are fully vaccinated, please send your résumé and cover letter telling us why you think you'd be a great addition to the ONFC to: rmayes@odawa.on.ca.

Indigenous (First Nations, Inuit or Métis) candidates will be given priority, please self-identify.

The Odawa Native Friendship Centre is committed to accommodating people with disabilities. If you require an accommodation, we will work with you to meet your needs. We thank all applicants for their interest; however, only those selected for an interview will be contacted.