



Athabasca Denesuline Né Né Land Corporation

Director of Administration

The Athabasca Denesuline Né Né Land Corporation (ADNLC) are inviting applications to fill a full-time position for the Director of Administration. This position will be based at the ADNLC office in Prince Albert.

Position Summary:

We seek a dynamic individual with proven leadership skills to support and direct staff in the delivery of programs and services for ADNLC, who is flexible and works well in a team environment. Under the direction of the President/Chief Negotiator the Director of Administration will assist with managing the organizational operations, supervising staff, implementing the strategic plan as well as broader priorities to satisfy both program and organizational development needs. He or she will be responsible for working with employees and contractors in managing ADNLC's negotiations and supporting the community information sessions regarding Nuhenéné (Traditional Territory of the Athabasca Denesuliné). The Director of Administration will prepare reports and communicate regularly with the President/Chief Negotiator regarding the status of projects as well as identifying challenges and solutions as appropriate. The Director of Administration manages and facilitates the effective use of human resources to achieve organizational goals and objectives. This individual must be able to supervise and interact with staff at all levels in a fast-paced environment, while remaining flexible, proactive, resourceful, and efficient. Additionally, the individual will rely on extensive experience and judgment to plan and accomplish goals and lead/guide the work of others. This is a full-time salaried position based on seventy-five (75) hours bi-weekly.

Principal Duties:

- Develop and manage budgets, schedules, and workplans and actively update.
- Identify and manage resources (staff, equipment, materials, contractors).

Chief Joseph Custer Reserve # 201

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- Lead or support the development of communication plans and monitor their successful implementation.
- Ensure that projects are completed safely in accordance with health and safety guidelines.
- Actively manage changes by communicating with personnel and ensuring documentation updates are completed.
- In conjunction with the President/Chief Negotiator investigate employee complaints and incidents, including conflict resolution, accidents, health and safety concerns, attendance, and investigations.
- Manage all aspects of language requirements including translation of documents/information/communication tools, language workshops, etc.
- Assist with the development of staff annual workplans.
- Manage performance and prepare quarterly reports for the President/Chief Negotiator to share with the Board of Directors. Conduct workplace investigations and resolve any conflicts that arise among staff in the organization.
- Oversees the day-to-day operations including the management of all correspondence, delegating authority and concluding any internal negotiations or agreements as directed by the President/Chief Negotiator.
- Ensure employees have clear goals and are aware of expectations.
- Develop close working relationships with the Athabasca Denesuline First Nations Leadership and Board of Directors and operational functions.
- Ensures organizational compliance with applicable HR related regulations and statutes as well as organizational procedures and policies.
- Ensure that project milestones/goals are met within approved budgets.
- Actively track and control project expenses while minimizing risks.
- Ensure project billing and payment of invoices are completed in a timely manner.
- Develop, manage, and maintain consistent relationships with key regulatory bodies, community leadership, and members.
- Develop or oversee the development of briefings and discussion papers.
- Work closely with staff to ensure consistent and effective management of Nuhenéné.
- Other duties as directed by the President/Chief Negotiator.

Qualifications we seek:

- Undergraduate and/or master's degree in areas such as Business Administration, Management, Human Resource Management etc.
- Project Management Professional Certification and/or a solid understanding of Project Management.
- 4-5 years experience in a related area as an individual contributor with 2-3 years supervisory experience.
- Superior leadership, team building, conflict resolution, decision making and change management, problem-solving skills and presentation skills.
- Ability to write proposals and project reports with excellent oral and written communication skills.
- Ability to build trust and establish relationships with diverse stakeholders.
- Strong ability to utilize MS Office products and other software programs as needed.
- Demonstrated sound judgement, negotiation, analytical and decision-making skills.
- A strong passion for Nation Building and the desire to make a difference for the future of the Athabasca residents.
- Requires personal vehicle and valid driver's license;
- Experience working with First Nations or other Indigenous Communities;
- Ability to establish and maintain relationships with leaders and other stakeholders;
- Strong interest in working with the Athabasca Basin Communities to advance and protect their Aboriginal and Treaty Rights;
- Ability to speak Dene is considered an asset;
- Provide a current clear criminal record check.

Compensation and Benefits:

- Salary will be commensurate with experience and ADNLC salary grid.
- Comprehensive Group Insurance and Pension Plan

Deadline to submit your application: October 20, 2023

If interested, please submit a cover letter and 2 current references, a resume with dates specified to:

Attention: Lorna Mercredi-Charles

Phone: 306-953-7977

Fax: 306-763-2973

Email address: humanresources@adnlc.ca

We appreciate all applicants. Only those selected for an interview will be contacted.