**COUCHICHING FIRST NATION**

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**EMPLOYMENT OPPORTUNITY**

# **Director of Administration Couchiching First Nation *(3-Month Contract, Full-Time)***

Couchiching First Nation is accepting applications for the position of Director of Administration, offered as a 3-month term contract (possibility of extension). This role will oversee administrative services, support coordination between departments, and help strengthen internal communication across the organization. This leadership role plays a key part in strengthening administrative systems, supporting cross-departmental planning, and leading a team of administrative staff to deliver high-quality internal services. The Director of Administration will work closely with senior leadership to support operational efficiency, staff development, and meaningful engagement with community members.

Reporting to the Executive Director, the Director of Administration will lead initiatives that improve organizational communication, streamline administrative processes, and foster a culture of teamwork, professionalism, and service. The ideal candidate will be experienced in administration, confident in managing staff and budgets, and committed to supporting a high-performing workplace that enables Couchiching First Nation to effectively serve its community.

Applicants must meet the following criteria:

* University degree in Business Administration, Public Administration, or a related field (a combination of education and experience may also be considered);
* Minimum of 5 years of progressive administrative or management experience;
* Prior experience working with Indigenous communities and/or organizations is preferred;
* Knowledge of Indigenous governance structures, cultural practices, and community dynamics;
* Demonstrated experience in staff supervision, budget oversight, and operational planning;
* Proven ability to manage multiple priorities and meet deadlines in a fast-paced environment;
* Strong organizational, interpersonal, and communication skills;
* Proficient in Microsoft Office and comfortable with administrative software and workflow systems;
* Ability to handle confidential information with professionalism and discretion;
* Availability for occasional travel, evenings, or weekend work as required;
* Valid Class G Ontario Driver’s License and access to a reliable vehicle;
* Must provide a satisfactory Criminal Record Check upon hire;
* Knowledge of Couchiching First Nation's culture, traditions, and operations is preferred;
* Ability to speak Ojibway or a willingness to learn the language is considered an asset.

**Deadline:** July 30, 2025, by 4:00PM CST.

**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)

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**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.*