COUCHICHING FIRST NATION
EMPLOYMENT OPPORTUNITY

Director of Administration
Couchiching First Nation

Couchiching First Nation is seeking a Director of Administration to provide senior operational leadership across multiple departments. Reporting to the Executive Director, this position oversees departmental operations, provides leadership and direction to managers, and ensures effective service delivery to the community. The Director plays a key role in operational planning, budget oversight, performance management, organizational reporting and implementing initiatives that support Couchiching First Nation's priorities.

The successful candidate will bring strong leadership and organizational management experience, with the ability to guide departmental managers, oversee budgets and workplans, address operational challenges and promote accountability. Excellent communication, financial management, problem-solving and decision-making skills are essential, along with the ability to work collaboratively with leadership, staff and community members. This is an opportunity to contribute to effective organizational operations, strengthen collaboration across departments and support responsive services for Couchiching First Nation.

Applicants must meet the following criteria:

- Post-secondary education in Business Administration, Public Administration, Management or a related field. Equivalent combinations of education and related experience may be considered.
- Minimum five (5) years of progressive experience in administration, operations or organizational management, including three (3) years in a supervisory or management role.
- Demonstrated experience in staff supervision, performance management, budget oversight and operational planning.
- Experience within a First Nations government or Indigenous organization is strongly preferred.
- Experience in organizational reporting, departmental coordination and implementing operational improvements is an asset.
- Experience coordinating public communications, community engagement activities and meetings is an asset.
- Strong leadership skills, with the ability to guide managers, address performance concerns and promote accountability.
- Strong written and verbal communication, interpersonal, diplomacy and conflict-resolution skills.
- Strong financial management, analytical, organizational and independent decision-making skills.
- Knowledge of Indigenous governance structures, cultural practices and community dynamics is a strong asset.
- Proficiency in Microsoft 365 and document/workflow management systems; SharePoint experience is an asset.

Deadline: November 13, 2026, 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

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.