

SERPENT RIVER FIRST NATION

195 Village Road
Cutler ON, P0P 1B0



Telephone: (705) 844-2418

EMPLOYMENT OPPORTUNITY

Director of Operations

Permanent

Position Summary:

Reporting directly to Chief and Council, the Director of Operations serves as the senior administrative advisor and provides leadership across the organization by strengthening systems, supporting Directors, and ensuring accountability, coordination, and alignment with Council direction.

This role focuses on strategic oversight and governance support, not day-to-day operational or frontline management.

Key Responsibilities

- Serve as the primary administrative advisor to Chief and Council on organizational, governance, and strategic matters.
- Support the implementation and tracking of Council directives, resolutions, and approved priorities across all departments.
- Provide executive leadership and oversight to Program and Service Directors, ensuring coordination, accountability, and alignment with Council direction.
- Ensure effective administrative, human resources, and reporting systems are in place and functioning across the organization.
- Support the implementation of strategic plans, governance frameworks, and organizational improvement initiatives approved by Council.
- Prepare and coordinate briefing materials, reports, and agendas for Council meetings, committees, and General Band Meetings, as required.
- Monitor organizational performance and identify risks, gaps, or systemic issues requiring senior-level attention.
- Liaise with funding agencies, governments, First Nation organizations, and external partners on administrative and governance-related matters.
- Maintain strict confidentiality and uphold professional, ethical, and culturally grounded leadership standards

Qualifications

- Strong understanding of First Nation governance, community context, and cultural values.
- Knowledge of relevant legislation and governance frameworks affecting First Nations.
- Proven leadership, organizational oversight, and strategic coordination skills.
- Excellent written and verbal communication skills.
- Ability to manage multiple priorities, exercise sound judgment, and work collaboratively with leadership, staff, and community members.
- Knowledge of the Seven Grandfather Teachings and ability to apply them in leadership practice.
- Must provide a clear CPIC
- Travel may be required; must have a valid license and access to an insured reliable

Don't meet every qualification?

If you are excited about this position and meet most, but not all, of the listed qualifications, please still consider applying. We recognize that no one person might have every qualification in this job, and you just might be the right candidate!

Qualified Serpent River First Nation members or Indigenous applicants will be given priority consideration.

Interested applicants **MUST** submit a cover letter, resume, and three references from a direct supervisor/manager

Attn: Human Resources
195 Village Road, Cutler Ontario, P0P 1B0
Email: hr.jobs@serpentriverfn.com
By: May 1, 2026

Late or incomplete applications will not be considered. We appreciate your interest, however, only those selected for an interview will be contacted.

**Detailed Job Description is available upon request*