



Beausoleil First Nation Human Resources

11 O'Gema Miikaan
Christian Island, Ontario
L9M 0A9

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EMPLOYMENT OPPORTUNITY Director of Operations

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|------------------------|-----------------|------------------------|-------------------------------|
| Posting Date: | April 27, 2026 | Salary: | \$90,000 - \$120,000 annually |
| Classification: | Permanent | Closing Date: | May 11, 2026 |
| Supervisor: | Chief & Council | Vacancy Status: | New role |
| Hours of Work: | 35 hours/week | | |

Overview

Beausoleil First Nation is seeking a Director of Operations to provide organizational leadership, operational oversight, and continuity across all sectors of the Nation. Reporting to Chief and Council, this role ensures effective daily operations, financial oversight, policy alignment, and adherence to relevant legislation, regulations, and Beausoleil First Nation policies and procedures.

The Director of Operations works closely with leadership, senior management, and external partners to support governance, administrative coordination, and community priorities. This role champions Beausoleil First Nation's values of Pride, Unity, Strength, and Vision, fostering a safe, respectful, and accountable workplace grounded in trust, confidentiality, and cultural responsibility.

Key Responsibilities Include:

- Provide operational leadership and coordination across all organizational sectors.
- Support and advise Chief and Council, ensuring continuity and alignment with strategic priorities.
- Oversee financial coordination, budgeting support, forecasting, and funding continuity in collaboration with Finance and sector leads.
- Support policy development, implementation, and compliance with evolving legislative and regulatory requirements.
- Serve as the primary liaison between Chief and Council and the Senior Management Team.
- Lead and support senior management through coordination, reporting, performance processes, and professional development.
- Represent the organization in community facing, partnership, and external relations as required.
- Maintain strong relationships with funding bodies, partner organizations, and Indigenous governance networks.
- Uphold Beausoleil First Nation values at all times.

Qualifications:

- Minimum five (5) years senior management experience.
- Minimum ten (10) years experience working within First Nations and/or non-profit organizations.
- Experience working with Boards and/or elected leadership.
- Degree in Business Administration, Public Administration, Executive Management, or a related field.
- Strong leadership, communication, organizational, and problem solving skills.
- Demonstrated ability to work in high pressure environments and manage competing priorities.

How to Apply

Submit a complete application package including:

- Cover letter
- Resume
- Copies of Qualifications
- 3 Employment References

How to Apply: Email applications are preferred: jobs@chimnissing.ca Alternatively, drop off at the Beausoleil First Nation Administration Building.

Accessibility: BFN is committed to an inclusive, barrier free process under the Ontario Human Rights Code and AODA. Accommodations are available on request.

AI Use: AI will not be used to make hiring decisions. In rare cases, it may assist with organizing application data.