



RAINY RIVER FIRST NATIONS

We are seeking a reliable and hardworking individual to join our team as a
ADMINISTRATION MANAGER MUSEUM

The Administration Manager provides management oversight of the day-to-day accounting, human resources, and administrative functions to maximize quality and efficiency of operations while reducing costs. This is a **full-time** position reporting to the Manager of Administration.

The successful candidate will have the following responsibilities:

- Oversee the development and maintenance of long-term goals and action plans to determine future growth needs; partner with Leaders to identify capacity requirements and constraints; ensure resource availability is aligned with revenue and expense targets.
- Oversee the overall general maintenance and operations of the building and the grounds (office equipment, hydro, septic, trails, grass, etc.)
- Manage the gift shop and restaurant.
- Identify, review, and make recommendations about funding opportunities preparing high-quality support material and documentation as required.
- Supervise Museum Technician and volunteers.
- First point of contact for employees and office culture.
- Create and design all programming and marketing materials (traditional and digital).

Education and Experience:

- Bachelor's Degree in Curation, Business Administration, Accounting or equivalent combination of education and experience.
- 5 plus years prior related experience in a grant writing/business management role with operational and demonstrated strategic business acumen.
- Knowledge of archaeology and/or experience working in a museum or not for profit organization.
- Highly proficient in MS Office applications, (Word, Excel, Outlook).
- Knowledge of Rainy River First Nation or Treaty #3, Anishinaabe culture.
- Knowledge of Employee Standards legislation.

Necessary Knowledge, Skills and Abilities:

- Highly proficient in MS Office applications, (Word, Excel, Outlook).
- Knowledge of Rainy River First Nation or Treaty #3, Anishinaabe culture.
- Knowledge of Employee Standards legislation.
- Strong interpersonal, written and verbal communication skills including technical, administrative and report writing
- Exercise good judgement, confidentiality, maturity and diplomacy
- Develop creative and innovative approaches, to advance ideas into actions by identifying realistic goals to solve problems, create solutions, and implement actions
- Excellent organizational, time management and resource management skills to ensure ongoing follow up and timely completion of projects/tasks

What You Need to Know:

- Must be able to provide a current Criminal Record Check and vulnerable sector screening satisfactory to the First Nation.
- Must adhere to Rainy River First Nation Drug Testing Policy.
- COVID-19 Vaccination (double) required.
- Must have the ability to work flexible hours, which may include evenings and weekends.
- Must have a valid Ontario Driver's License and access to a vehicle.

Perks of working for Rainy River First Nations:

- Group insurance benefits (Life Insurance, short term disability, long term disability, extended health, vision, dental).
- Pension Plan.

Please apply through email or in person by **4:00 pm on Friday September 9, 2022**. Application must include a cover letter, current resume, three (3) employment references (from current or recent supervisor is preferable) with permission to contact these references.

Applications can be submitted to: Rainy River First Nations, P.O. Box 450; Emo, ON P0W 1E0 or via email to:
jobs@rrfns.com

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

The Rainy River First Nations is an equal opportunity employer. Accommodation is available for applicants with disabilities in the recruitment process upon request.