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## **EMPLOYMENT OPPORTUNITY**

### **Ontario Final Agreement Implementation Manager – Social Services New Position**

The Chiefs of Ontario is looking for a qualified, detail oriented and motivated individual for the position of Ontario Final Agreement Implementation Manager. The OFA Implementation Manager will work independently with the support of the Director of Social Services and the Social team to lead and coordinate all the COO responsibilities of the Ontario Final Agreement. This includes Ontario specific First Nation Child and Family Services program related to transitional year related tasks.

**LOCATION:** Remote

#### **DUTIES AND RESPONSIBILITIES:**

- The Implementation Manager will be the lead collaborator with Indigenous Services Canada on the implementation of the Ontario Final Agreement.
- Updates First Nations leaders, communities and organizations on the implementation of the Ontario Final Agreement. Attends all Chiefs of Ontario, Indigenous Services Canada, and Nishnawbe Aski Nation pre-implementation table meetings to ensure Chiefs of Ontario representation and priorities in the roll out and launch of the Ontario specific program.
- The Implementation Manager will be the lead for the Ontario Reform Implementation Committee and the Technical Advisory Committee for Chiefs of Ontario.
- Prepares and delivers presentations to leadership about the implementation of the OFA.
- Maintain a relationship with COO Social team for research, data collection, policy analysis, and environmental scanning of current legislation, policies and programs that impact or improve the implementation of the Ontario Final Agreement.
- Prepares communication tools including, but not limited to, communiqués, memos, briefing notes, speaking notes and media releases regarding the implementation of the Ontario Final Agreement.
- Develops and oversees execution of strategic plans and work plans for branches of work specifically for the Ontario Final Agreement implementation.
- Review, analyze and provide recommendations on policy and program areas in the Ontario Final Agreement implementation that affect First Nation communities.
- Develops and maintains strong reciprocal partnerships with government ministries, First Nation communities and organizations to ensure effective communication flow and dialogue between all partners.
- Ensure processes are compliant with OCAP® principles, privacy laws, and COO's data governance standards.

- Assists the Director of Social Services as required.
- Other duties may be assigned.

Candidates must be willing to work flexible hours during peak periods, such as assembly seasons and out-of-town meetings. Travel will also be necessary.

### **QUALIFICATIONS:**

- 5 years of proficient experience in a First Nations community organization and or child welfare agency experience, plus equivalent degree or diploma from a recognized post-secondary institution in a related field.
- Expert knowledge of all First Nations governance structures, including knowledge of Indigenous governance, politics, rights, culture, history, values, and protocol is expected, particularly to the Nations and communities that Chiefs of Ontario are responsible to.
- Excellent oral and written communication skills with the ability to express ideas clearly and concisely and demonstrating skills with respect to leadership and facilitation. Thrives in a team environment, contributing to the overall well-being of the organization.
- Highly developed interpersonal skills and the ability to develop and maintain good working relationships within the organization and external agencies or affiliates.
- Excellent and demonstrated project management skills with the ability to work independently, meet fast-paced deadlines, stay organized, and work efficiently. Project management skills should be demonstrated through post-secondary courses and professional development certifications.

### **BENEFITS:**

- Two (2) Weeks Paid Time Off for December Holiday Break
- Two (2) Weeks of Paid Vacation per Year, Progressively Increasing After Years of Service
- Ten (10) Days of Sick Time per Year
- Five (5) Days of Personal Time per Year
- Employer Matched Pension
- 100% Employer Paid Group Insurance, Including Extended Health Coverage, Dental, Short-/Long-Term Disability, and Life Insurance

**BASE SALARY:** \$85,000 - \$90,000 per year, as determined by experience

**DURATION:** ASAP – March 31<sup>st</sup>, 2027 (Potential renewal contingent upon funding approval)

**Send a cover letter, resume, and two (2) references marked confidential to:  
Ashley Nardella, Human Resources: [opportunities@coo.org](mailto:opportunities@coo.org)**

Applications will be accepted until the position is filled.  
All Applicants must be eligible to work in Canada.  
Only successful Candidates will be contacted.