

Director Assistant

IDENTIFICATION

Reports to	Director General
Position Status	Permanent – Full-time
Work Schedule	5 days/week
Work Location	Mistissini and Rupert Office
Positions Supervised	None

SUMMARY OF POSITION

Reporting to the Director General, this role is responsible for providing administrative support to the Director General in the management, development, and financing of Nibiischii Corporation.

RESPONSIBILITIES

Administrative Support

- Assist in the planning, organization, and coordination of activities, while monitoring projects and budgets.
- Participate in the annual operational and conservation planning process by assisting with project planning and prioritization.
- Ensure compliance with service quality and safety standards for the facility, customers, and staff.

Emergency Response Management

- Support the implementation of the Emergency Response Plan (ERP) by maintaining and updating procedures and forms.
- Assist in ensuring operations adhere to safety measures until appropriate authorities intervene.
- Foster relationships with all stakeholders involved in the Emergency Response Plan (ERP).

Regulatory Compliance

- Help ensure that all laws and regulations governing hunting, fishing, and other activities on the reserve are respected by customers, employees, and stakeholders.

Human Resources Support

- Conduct weekly follow-ups with site employees to monitor progress and maintain engagement.
- Assist in the coordination of the monthly management newsletter.
- Participate in the recruitment process by updating job descriptions, scheduling interviews, and supporting the debriefing process.

Financial Support

- Assist in activities aimed at ensuring Nibiischii Corporation's financial independence.
- Support the development of marketing and public relations initiatives.
- Help maintain partnership relations with corporate stakeholders for the Reserve.

Community Relations

- Maintain and enhance relations with local communities and stakeholders.
- Assist in the development of effective communication strategies with all stakeholders, including local and regional representatives.

Wildlife Area

- Support scientific research initiatives to enhance knowledge of the wildlife area and assess the impact of human activities.
- Assist in project initiation, securing funding, and completing grant applications while ensuring all administrative tasks are managed.

Perform all other related tasks that may be required for the smooth operation of the Corporation.

REQUIREMENTS

- College or university diploma in a relevant field; a background in Biology or Environmental studies is an asset.
- At least 3 years of experience in a similar administrative role.
- Knowledge of the land and surrounding Cree communities is beneficial.
- Proficiency in Microsoft Office and other office software.
- Fluency in English and French; knowledge of Cree is an asset.

COMPETENCIES

- Adaptability and autonomy.
- Strong organizational and teamwork skills.
- Analytical and synthesis capabilities.
- Customer-focused with strong diplomatic skills.

WORK ENVIRONMENT/CONDITIONS

Office-based work with occasional travel required

SALARY RANGE/CONDITIONS

\$83,000 to \$104,000 – depending on experience

Insurance & pension plan

Please apply before April 2, 2025 at mgravel@nibiischii.com