



**GICHI OZHIBI'IGE OGAAMIC
ADMINISTRATIVE OFFICE**

**GRAND COUNCIL TREATY #3
EMPLOYMENT OPPORTUNITY**

INTERNAL / TREATY 3 COMMUNITY POSTING ONLY

Position: Chief Operating Officer

Category: Full-time

Salary Range: To Commensurate with Experience and Education

Location: Kenora, Ontario

Closing Date: August 15, 2025

Job Overview

The **Chief Operating Officer (COO)** is a key member of the executive leadership team at Grand Council Treaty #3. The COO is responsible for overseeing the day-to-day administrative and operational functions of the organization, ensuring alignment with strategic goals, cultural values, and the principles of Manito Aki Inakonigaawin. The COO works closely with the CEO to implement organizational strategies, manage interdepartmental operations, and support the delivery of high-quality programs and services across Treaty #3 territory.

Key Responsibilities

Operational Leadership

- Oversee daily operations of all departments and ensure efficient service delivery.
- Implement and monitor operational plans, policies, and procedures.
- Ensure compliance with internal policies and external regulatory requirements.

Strategic Implementation

- Translate strategic plans into actionable operational goals.
- Collaborate with the CEO and senior leadership to drive organizational priorities.
- Monitor performance metrics and recommend improvements.

Team Management

- Lead and support department directors and managers.
- Foster a culture of accountability, collaboration, and continuous improvement.
- Oversee staff development, training, and performance evaluation systems.

Financial Oversight

- Support the development and management of departmental budgets.
- Ensure operational expenditures align with financial plans and funding agreements.
- Work with finance to monitor cost-effectiveness and resource allocation.

Stakeholder Engagement

- Build and maintain strong relationships with Treaty #3 communities, partners, and government agencies.
- Represent the organization in operational matters at meetings, forums, and public events.

Policy and Governance

- Assist in the development and implementation of organizational policies.
- Ensure operational practices reflect the values and governance principles of Grand Council Treaty #3.
- Support the CEO in preparing reports and updates for the Board of Directors.

Qualifications:

- University degree in Business Administration, Public Administration, Indigenous Governance, or related field.
- Minimum 7 years of progressive leadership experience in operations or administration.
- Strong understanding of Indigenous governance, Treaty rights, and community-based service delivery.
- Proven ability to lead diverse teams and manage complex projects.
- High level of integrity, cultural sensitivity, and commitment to community well-being.
- Excellent communication, organizational, and problem-solving skills.
- Proficiency in Microsoft Office and operational management tools.
- Ability to speak Anishinaabemowin is an asset.

Application Instructions

Please submit the following:

- Cover letter
- Resume
- Contact information for three (3) professional references

To:

Hiring Committee

Grand Council Treaty #3

P.O. Box 1720

Kenora, Ontario P9N 3X7

Email: career@treaty3.ca

A competitive salary and benefits package are offered.

A criminal record check will be required.

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