



**1 Position: Office Manager
(Permanent, Full-time)**

The Anishinabek/Ontario Fisheries Resource Centre (A/OFRC) is a not-for-profit corporation established by agreement between the Grand Council Chief of the Anishinabek Nation and the Ontario Minister of Natural Resources to further the knowledge and conservation of fisheries resources of interest to member First Nations and Ontario's stakeholders.

The A/OFRC has a one-of-a-kind opportunity for an Office Manager with leadership abilities and demonstrated experience in the not-for-profit sector. The Office Manager reports to and works closely with the General Manager. Responsibilities include financial operations, HR administration and oversight of many aspects of corporate operations. The Office Manager may, at times, be assigned novel duties related to the Centre's objectives. This position will be based in the Centre's office in North Bay and involves occasional weekend work and some travel in the Lake Huron and Lake Superior Regions and southern Ontario.

The position is open immediately and will remain open until a suitable candidate is selected.

Annual Salary - \$57,000 - \$68,000 based on experience and qualification (37.5 hour work week).

The ideal candidate will have:

- Graduation from a program of recognized standing with a diploma or degree in finance or accounting or equivalent experience
- Experience with administration of payroll and related programs and software
- Experience with management of facilities and assets
- Experience with budgeting, business and financial planning, generally accepted accounting practices and accounting software
- Understanding of project management
- Knowledge of and ability to implement a health and safety program
- Knowledge of and ability to manage corporate and board processes and reporting
- Knowledge of and ability to manage procurement and contracts
- Knowledge of and experience with network and data management systems
- Excellent analytical, problem solving and oral and written communication skills
- Valid MTO driver's license and a clean driving record
- Knowledge of or desire to learn about First Nations culture (demonstrated understanding of and sensitivity to Anishinabek culture would be an asset)

Offer of employment will be conditional on receipt of an acceptable criminal record check.

Given the traditional practices of the Anishinabek, exposure to wood smoke and the burning of sacred medicines, including tobacco, sweet grass, sage or cedar, may occur within the work setting.

Application Deadline: until a suitable candidate is identified

Potential candidates should email cover letters and resumes outlining their qualifications to employment@aofrc.org. Applications may also be mailed to the attention of Hiring Committee at A/OFRC, 191 Booth Rd. Unit15, North Bay ON, P1A 4K3. Enquiries may be made by email or by calling 705-472-7888.