



BINGWI NEYAASHI ANISHINAABEK

**1 Copper Thunderbird Road
Sand Point, FN, ON., Pot 2B0
Phone: (807) 623-2724**

**292 Court Street South
Thunder Bay, ON., P7B 6C6
Fax: (807) 623-2764**

Toll Free 1-877-623-2724

Chief Administrative Officer – Job Posting

(Full Time Position)

BNA is currently seeking a Chief Administrative Officer. Working under the direction of Chief and Council and within the strategic perimeters of the community, the CAO is responsible for the overall management of the operations of Bingwi Neyaashi Anishinaabek.

This position leads the organization and its personnel in achieving the First Nation's mandate, goals and objectives and ensures that the policies and programs of the First Nation are implemented. The position advises and informs Council on the strategic priorities and is responsible for the overall development, implementation, administration, and management of the day-to-day operations of Bingwi Neyaashi Anishinaabek.

The Chief Administrative Officer receives direction from Chief and Council and is expected to make operational decisions within the strategic priorities and plans as determined by Chief and Council for the First Nation. In doing so, the Chief Administrative Officer is responsible for ensuring the development and implementation of new programs, services, and procedures and on monitoring all delivery of service functions, devising new courses of actions, systems, and program initiatives.

The Chief Administrative Officer is expected to conduct themselves from a high-level of leadership capacity, make sound and appropriate recommendations to the Council and to work cooperatively with all staff in their related roles and responsibilities.

Key Responsibilities

- Promote and uphold the Bingwi Neyaashi Anishinaabek's Mission and Values.
- Ensure compliance with the Financial Administration Law.
- Establish and maintain an effective working relationship with staff, Council and Membership.
- Maintain an up-to-date rolling agenda for Chief and Council meetings.
- Taking minutes at Chief and Council meetings.
- Prepare and maintain log of Band Council Resolutions.
- Acts as a liaison between staff and Council.
- Provides leadership and direction to the Directors.



BINGWI NEYAASHI ANISHINAABEK

**1 Copper Thunderbird Road
Sand Point, FN, ON., Pot 2B0
Phone: (807) 623-2724**

**292 Court Street South
Thunder Bay, ON., P7B 6C6
Fax: (807) 623-2764**

Toll Free 1-877-623-2724

- Ability to manage and support a diverse team of individuals.
- Ability to prioritize and manage multiple projects simultaneously.
- Strong conflict resolution and mediation skills.
- Establish and implement internal controls, finance policies and procedures, administrative and IT systems to ensure that the First Nations day-to-day operational activities are efficient and effective, and are in-line with approved strategic initiatives and budgetary allocations.
- Works with the Chief and Council and management to proactively identify and mitigate both organizational and community risks through the practice of sound policy management, fiscal responsibility and long-term planning.
- Fosters and maintains a culture of respect, trust, transparency, and collaboration between teams to ensure that organizational systems, resources, and staff are aligned to support BNA's priorities.

Qualifications

The Chief Administrative Officer must possess the following credentials:

(The required degrees or licenses to carry out the work, if applicable)

1. Minimum bachelor's degree and/or completion or designation equivalency related to this position and,
2. 5+ years band management experience.
3. 5+ years in managerial role.
4. 5+ years of professional related work experience in a non-profit or First Nation work environment.
5. Extensive experience and knowledge in dealing with Business Planning, Asset Management and Government Funding.
6. A valid driver's license is an asset.
7. Must have a current Criminal Reference Check.

Salary Range: Starting at \$90,000, based on experience.

*Please apply by **September 8th, 2026***

To pursue this opportunity, please submit a cover letter and resume to HR at HumanRes@bnafn.ca

Miigwetch to all those who apply. Only those selected for further consideration will be contacted.