



JOB POSTING

Assistant Director

The Nibiischii Corporation of Mistissini is a non-profit Aboriginal organization that has been mandated by the Government of Quebec to ensure the development and operations of the Albanel-Mistassini-Waconichi Wildlife Reserve. Its mission is to sustainably develop the territory for tourism purposes by promoting fauna and flora as well as the Cree culture.

SUMMARY OF THE POSITION

Reporting to the Executive Director, the Assistant Director supports the management of the organization and its authorities, including the Board of Directors. He/she oversees the smooth running of day-to-day operations and human, material, and computer resources. As the Executive Director's right hand, his/her function is essential. He/she is responsible for the day-to-day management of the company when the latter is absent.

RESPONSIBILITIES

- Support the Executive Director, particularly in the management of financial, human, material, and computer resources;
- Participate in the annual strategic planning - action plans and budget;
- Support the director in development projects, in the search for funding, and in budgetary follow-up;
- Manage the recruitment process and the integration of new staff;
- Supervise and support the administrative assistant;
- Supervise and support the customer service manager;
- Manage the Corporation's communications;
- Ensure that the Occupational Health and Safety Committee and the Labour Relations Committee are held;
- Collaborate in the organization of various events;
- Plan and organize various meetings such as Board of Directors, AGMs, and various work meetings;
- Write minutes, including those of the Board, Committees, and other meetings;
- Represent the Nibiischii Corporation on certain tables and committees (e.g. Regional Wildlife Table, Integrated Resource and Territory Management Table - IRTM)
- Perform all other related tasks necessary to achieve the objectives of the Nibiischii Corporation.



REQUIREMENTS AND SKILLS

- College or university education in tourism, biology or management/administration - or any other related field
- 5+ years of demonstrated experience in a managerial position within a tourism organization or other relevant business.
- Ease with online technologies and strong computer skills;
- Fluency in French and English (knowledge of Cree is an asset)

COMPETENCY PROFILE

- Organizational effectiveness
- Leadership
- Initiative/autonomy
- Interpersonal skills
- Communication skills
- Tact and diplomacy
- Ability to delegate
- Collaboration
- Ability to adapt to tight and changing deadlines
- Stress management
- Attention to quality
- Ability to work in a team

CONDITIONS

- Permanent, full-time position, 5 days/week;
- Competitive salary according to the current policy;
- Benefits after a probation period, group insurance, and pension plan;
- Workplace: Chibougamau and Mistissini – Welcoming office 20 minutes from Chibougamau and 50 minutes from Mistissini. Possibility of telecommuting in winter;
- Start date: As soon as possible.

How to apply

Interested candidates must send their application (C.V. and cover letter) to Mireille Gravel - mgravel@nibiischii.com, before March 17, 2023, 5:00 PM. Please note that only those candidates selected for an interview will be contacted.

Meegwetch, thank you for your interest!