



Position Profile

Chief Executive Officer

Reports To: Chief

Organization: Opaskwayak Cree Nation

Date: July 2025

ABOUT OPASKWAYAK CREE NATION

Opaskwayak Cree Nation (OCN) is located, approximately 626 Kilometers North of Winnipeg near The Pas, Manitoba. OCN boasts a population exceeding 6,800 people, more than half of whom live on the 15,002 acres of OCN land. Living the Good Life includes wellness, strong relationships and respect for all of creation. It means living in all the ways that are right with your soul.

Our Purpose

We exist to heal and strengthen our community, deepening our culture and advancing our independence, so each person can walk their own path.

Our Vision

We see a strong, united, self-governing, self-sustaining Opaskwayak Cree Nation of Mino Pimâtisiwin, living our rich culture and beliefs, protecting our land and our language.

Our Mission

We are on a mission to improve the lives of the Opaskwayak Ininew, every day.

ABOUT THE CHIEF EXECUTIVE OFFICER

The Chief Executive Officer is responsible for providing visionary leadership and ensuring the effective implementation of policies and programs aligned with the community's values and needs. The CEO works closely with the Chief and Council, board members and Executive Directors to ensure the sustainability development and economic growth of the community, while respecting the cultural traditions and promoting social and environmental responsibly.



KEY LEADERSHIP ACCOUNTABILITIES

Primary Responsibilities

- Lead a Senior management team providing a full range of services to the community.
- Coordinates and directs strategies in conjunction with the Senior Management Team for effectively addressing and satisfying the needs of the community.
- Defines plans and goals consistent with the OCN strategic Plan and assume a high-profile leadership role in the implementation
- Provide functional direction and guidance to all divisions and entities with OCN in their implementation of Financial and Administration Service activities.
- Meet regularly with Senior Managers to review program activities, progress, priorities, budgets and any other items of concern.
- Review all submissions to the Chief and Council meetings with the Chief or Vice-Chief prior to the meeting and take appropriate action and ensure that a copy of the agenda, with required attachments and Minutes of the last meeting are distributed to each council or committee member at each meeting.
- Organize and facilitate, as necessary, community meetings
- Prepare and present a written report on Old Business at each regular Council meeting.
- Prepare and present written quarterly Management Report to Chief and Council.
- In conjunction with Senior Managers, provide Chief and Council with updates on the Joint Action Groups (JAG).
- Receive quarterly reports from Senior Managers to remain abreast of Band business.
- Ensure meeting task lists are completed and implemented as given from the decisions made by the Chief and Council or as instructed by the Chief and Council.
- Ensures the directives of Council are provided to the Committees/Boards and ensure the relevant background information, which is required by Council and Committees/Boards.
- Coordinate matters of a pressing nature which arises on a day-to-day basis and pass on relevant information to the appropriate staff or Chief and Council.
- With the support of the Chief and Council, the Chief Executive Officer may negotiate agreements, in conjunction with the Senior Managers and their respective Committees or Boards, on behalf of the Chief and Council with final approval of any contacts/agreements to be provided by Chief and Council.
- Attend all Chief and Council meetings unless requested otherwise.
- In conjunction with Chief Financial Officer, assist with seeking and negotiating alternate sources of revenue, and upon direction from the Chief and Council and directing submit proposals to these sources.
- Advise and assist Senior Managers with implementation of Chief and Council policies and ensure that all policies are adhered to by all staff as they relate to their function and that Committees/Boards and Chief and Council are aware of policy implications to decision making.
- Provide supervision and direction to the Chief and Council office team.
- Perform all personnel functions for Senior Management; within jurisdictional limits. Ensure an appropriate evaluation system is in place and that employee's evaluations are completed annually.



- Review the financial statements with the Senior Managers on a monthly basis and ensure they are up-to-date.
- Authorization of expenditures limited to Chief and Council, their office team and administrative expenses of Senior managers.
- Attends division and entities staff meetings from time to time to monitor continuity.
- Assist and advise Senior Management with concerns or difficulties within departments.
- Act as a liaison and public relations officer for the OCN Council in matters of Administration.
- Ensure OCN professional development is readily available for staff/boards/committees as required.
- Complete any other relevant duties as instructed by Chief and Council.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education

The ideal candidate should possess a university degree in Business Administration, Social Science, Native Studies or related field. Designations such as CPA and AFOA are considered assets. Employment checks, including a criminal record check, are required.

Experience

The ideal candidate will bring a minimum of 7 years of relevant experience, along with a deep understanding of accounting principles, public and employment policies, and the unique regulatory environment of the Opaskwayak Cree Nation.

Knowledge

- Solid understanding of Generally Accepted Accounting Principles (GAAP).
- Familiarity with public and federal policies relevant to the Opaskwayak Cree Nation and its entities.
- Knowledge of employment laws.
- Team-building expertise.

Skills

- Proficient in Microsoft Office Suite.
- Strong negotiation and project management skills.
- Proficiency in proposal writing, research, and data analysis.
- Excellent analytical, problem-solving, and organizational abilities.
- Effective verbal and written communication.
- Time and stress management.
- Ability to collect and interpret data.
- Deadline-driven with the ability to maintain focus amid interruptions.



Abilities

- Skilled in handling challenging interpersonal situations.
- Ability to maintain confidentiality at all times.
- Speaking Cree is considered an asset.

Combination of Education and Related Experience may be considered. The candidate must hold a valid Manitoba Drivers' License.

We ask those individuals with an interest in further exploring this exciting opportunity to contact:

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