



EMPLOYMENT OPPORTUNITY

POSITION: Associate Director
SALARY: \$121,174.00
LOCATION: Wiikwemkoong Board of Education Office
START DATE: June 9, 2025

Guided by the Wiikwemkoong Board of Education's vision, mission, values and goals, the Associate Director will assist the Education Director in fulfilling general and specific aspects of the Education Program. The Associate Director reports to the Education Director and is the supervisor of finance, recruitment and retention, transportation, communications, information technologies, facilities and maintenance, nutrition, and post-secondary student support services. In addition, the Associate Director acts as the Treasurer of the Board.

RESPONSIBILITIES:

- Works with managers and supervisors to develop and implement all policies and procedures.
- Works effectively with the public and acts as liaison with community agencies on all business-related matters.
- Demonstrated ability to provide strategic, situational, and adaptive leadership.
- Demonstrated ability in superior interpersonal and communication skills, both verbal and written.
- Demonstrated ability to provide for the professional growth and evaluation of staff.
- Ensures the fiscal management of the board, and that the board operates in a fiscally responsible manner.
- Supports and contributes to the creation and monitoring of the board's strategic plan, supervises all risk management processes for the board, and acts as signing authority for the board.

QUALIFICATIONS:

- Minimum of 8 years of successful business administration and/or finance experience.
- Bachelor of Business Administration or Financial Management, or Master of Business Administration.
- Human Resources qualification is an asset.
- Current Driver's License and be willingness to travel, as necessary.
- Knowledge and appreciation of Anishinabek culture, traditions, language, and history.
- Provide a cover letter, resume, and three current work-related references.
- Provide a current original vulnerable/criminal reference check (within the last 90 days) upon offer of employment.

CLOSING DATE: April 25, 2025 @ 2:00 p.m.

DIRECT APPLICATIONS TO: "Associate Director"
Wiikwemkoong Board of Education
34 Henry Street, Wiikwemkoong, ON P0P 2J0
Email: applications@wbe-education.ca
Tel: (705) 859-3834 Fax : (705) 859-3787

Preference will be given to Indigenous applicants. Self-identification is encouraged.

***Only those candidates selected for an interview will be contacted. ***