



Title of Job: Corporate Administrative Services

Position Description:

The NIFSC Corporate Administrative Services will lead and support all operational efforts within the organization and ensure timely execution, ensure that all established processes are followed, and strategic planning a top priority. The area shall manage all corporate communications, taxes, laws/bylaws and national standards, corporate infrastructure, and information technology. This area reports to the Executive Director.

Key Areas of Responsibility:

- > Execution of the operational and strategic plan
- > Capital asset management and procurement
- > Management of infrastructure needs and information technology as required
- > Ensure corporate policies are followed with ongoing improvements
- > General IT support including continuous website maintenance improvements, site updates, and dashboard updates
- > License acquisition and renewals
- > Enhancement of existing corporate policies and associated training and workflows.
- > Enhancement of existing organization workflows to support HR and infrastructure processes.
- > Coordinate with labour and occupational health & safety bodies to develop and meet regulatory requirements
- > All other duties as required

Required Experience and Knowledge:

- > Minimum five (5) years collective experience at a senior management level with fire or other emergency services
- > Demonstrated experience working at a user-committee level and in working with diverse stakeholder groups.
- > Knowledge of various governance and corporate organization models and an ability to make recommendations based on specific program needs.

Additional Assets:

- > Knowledge of Indigenous culture
- > Of Indigenous heritage
- > Bilingual English / French

Contract Considerations:

- > Secondment arrangements may be considered.
- > Remuneration rates will be based on experience and expertise.
- > Term can be negotiated up to two years.

Closing Date:

Corporate Development Services will be selected from qualified applicants. Posting will close on April 28, 2022, but may be extended if not filled. The anticipated start date is May 2, 2022.

How to Apply:

Please respond with any questions. Applications must include a resume and can be submitted by email to HR@indigenousfiresafety.ca

AFAC is an equal opportunity organization and encourages Expression of Interests responses from any community.

