Employment Opportunity

Position: Chief Operating Officer

Location: Rainy Lake Campus, Agency One, OR
Manidoo Baawaatig Campus, Kenora

Start Date: January 2027 or mutually agreed upon date

Deadline: November 23, 2026

Wage: Pay Band 24 Range $131,476 - $160,693 / year. Vacation leave, competitive benefits package and registered pension plan (RPP) included.

Join our leadership team at Seven Generations Education Institute and work with us as we develop post secondary programs, programming and employment and training. In a shared leadership model, you will assist the continued growth of our institute so that we may continue to serve our learners and surrounding communities exceptionally.

Seven Generations Education Institute was established in 1985 by ten communities in the Rainy River tribal area. Its First Nation leadership and governance is under those communities and as well, the Province of Ontario recognized such leadership in the Indigenous Institutes Act, 2017.

How to apply: Please send a cover letter, resume, and three employment-related references (one of which must be from a current/recent supervisor) via one of the following: **Email is preferred.**

Email:
Attn: Human Resources Department
human.resources@7generations.org

Fax:
Attn: Personnel Committee
(807) 274-8761

Mail:
Attn: Personnel Committee
Seven Generations Education Institute
1452 Idylwild Drive, PO Box 297
Fort Frances, ON, P9A 3M6

Please direct any questions regarding this opportunity to Vivian Kakekapetum, Director of Human Resources at viviank@7generations.org

We would like to thank everyone for their application, but only those individuals selected for an interview will be contacted. Accommodation in the recruitment process is available upon request by contacting Human Resources.

Applicants who are members of one of the ten governing communities of SGEI are asked to identify this in their application.

Chief Operating Officer

Job Description

General description

Working under the direction of the Chief Executive Officer (CEO), and alongside the Chief Financial Officer (CFO), the Chief Operating Officer (COO) will lead and oversee the operations and programming of Seven Generations Education Institute (SGEI). The COO will ensure the organization's strategic objectives are implemented efficiently, effectively, and with maximal impact. This will be done by managing day-to-day internal operations, translating strategy into action, optimizing processes, managing resources, and ensuring highly effective and professional internal communications throughout the organization. The COO works in close collaboration with the CEO, Chief Financial Officer (CFO), senior directors and the Board of Directors to ensure that processes, policies, procedures and controls are implemented to ensure the organization complies with applicable legislation, manages risk, high-quality programs are delivered, and that programming is consistent with the Strategic Plan of the organization and Anishinaabe worldview.

The COO will provide leadership and oversight to ensure compliance with the highest organizational management standards. The COO will directly supervise operations and program related senior leadership in the organization.

Qualifications and skills requirements

1. Education, experience and professional certification(s) in executive-level leadership in First Nation and non-profit organizations of comparable scale and complexity.
2. Minimum seven years of experience in executive leadership role in First Nation or public sector organization
3. Demonstrated experience in First Nation education.
4. Cultivates energy, enthusiasm, commitment, and accountability among staff, creating a collaborative and motivating environment that strengthens organizational effectiveness.
5. Demonstrated proficiency in Anishinaabemowin an asset or willingness to learn.
6. Demonstrated knowledge, lived experience, and understanding of Treaty #3 First Nation communities, including cultural practices, community dynamics, and protocols.
7. Strong understanding of operational requirements, and applicable legislation related to Indigenous Institutes, post-secondary education, K-12 education, and training for employment.
8. Experience in accrediting credentials and academic programs is an asset.
9. Experience developing and reporting on large scale funding opportunities.
10. Experience participating in the development of strategic plans.
11. Experience preparing and overseeing operational plans.
12. Advanced communication skills, both written and verbal.
13. Proven ability to maintain confidentiality and professionalism at all times.
14. Ability to build and maintain strong working relationships.

15. Successfully balances the achievement of short-term goals with the advancement of long-term priorities and objectives to sustain organizational momentum; adaptable in complex, evolving situations, adjusts scope as needed and embraces change with agility and comfort amid ambiguity.

Supervisor: Chief Executive Officer

Job duties/responsibilities

The COO will lead and oversee the following areas:

1. Implementation of strategic and operational plans.
2. Coordination of programs that include: Post Secondary Education, Training For Employment, K-12 Education, Indigenous language Revitalization, Research and Independent Program Development and special initiatives.
3. Establishing a respectful and collaborative organizational culture, and professional conduct at all levels.
4. Managing day-to-day internal operations, translating strategy into action, optimizing processes, managing resources.
5. Establishing highly effective and professional internal communications throughout the organization.
6. Ensures effective controls are in place for decision-makers throughout the organization.
7. Ensure inclusion of Anishinaabe language and worldview across the organization operations and programming.
8. Working with the Chief Financial Officer, and Information Technology, ensures that appropriate IT systems are in place to effectively deliver programming, ensure privacy, maintain cybersecurity, protect intellectual property, and ensure data integrity and sovereignty.
9. With the support of the Chief Financial Officer, arrange for or conduct business analysis to determine feasibility of new initiatives and new development.
10. Ensure that privacy and confidentiality is adhered to in accordance with professional standards, SGEI policy and applicable legislation.
11. Other duties as may be assigned from time to time.

Relationships:

Internal

- Works within a shared leadership structure with CEO, CFO, and Board of Directors.
- Provides support to all staff in achieving strategic and operational objectives.
- Provides updates to the Board of Directors in accordance with the requirements of the board and applicable legislation.
- Reports directly to CEO.
- Ensures all staff comply with policy and procedures.
- Engaging with community members, staff and students.

External

- Interacts with external organizations, communities and agencies.
- Prepares reporting for government agencies.
- Works with external vendors and service providers.

Working Conditions:

- Some overnight, out of town, travel required to other campus locations, remote board meetings and to meet with communities and partners.
- Work indoors in private office setting with occasional exposure to moderate levels of noise.
- May be exposed to behaviourally difficult students or members of the public.
- Normally a seven (7) hour workday, with requirements to work additional hours as necessary.
- Position is demanding and stressful with periods of high demand.
- Occasional lifting of up to 10 lbs required.
- Lengthy periods of sitting at a desk, with the ability to change positions.
- Nature of work requires a high degree of manual dexterity while working at a computer with requirements for both speed and accuracy.
- A high degree of concentration is required for long duration.

Conditions of Employment

- Provision of a satisfactory Vulnerable sector check as they will interact one on one with staff who are under 18 or may otherwise be considered vulnerable persons.
- Valid Ontario class 'G' driver's license.
- SGEI uses multiple methods to assess candidates for executive positions; these may include resume screening, interviews, assignments, psychometric assessments, simulations, and reference checks.