



Corporate Development Resources



This process will be used to establish a pool of candidates to fill multiple positions that will be required on an ongoing basis, including the Corporate Development Lead. Posting will close March 31, 2020 but may be extended if not all positions are filled.

The Aboriginal Firefighters Association of Canada (AFAC) was founded in 1991, and is a united body of regional Indigenous emergency and fire service organizations across Canada. The mandate is to represent the interests of regional associations at the national level, assist in the exchange of information between associations, support the implementation of services, and promote national standards in fire prevention, education, and suppression within Indigenous communities across Canada.

Currently, AFAC is looking to fill several positions in the area of Corporate Development Resources for the Indigenous Fire Marshal Office Project. This position will work closely with an identified Corporate Development Lead. Individual responses to the posting will be assessed for relevant skills, expertise and experience and successful candidates will be assigned roles in corporate development including financial management, human resources management, facilities & logistics management and other assigned corporate development (or a combination of duties).

Please note that this position is remote and can be based anywhere in Canada. Occasional overnight travel may be required to attend business meetings and relevant external agencies.

Main responsibilities include:

- > Performing overall project duties assigned by the project manager to facilitate corporate development.
- > Responsibility for physical assets, corporate policy development, relevant labour requirements, occupational health and safety initiatives, capital acquisition and participation in the development of new legislation to support a new legal entity.
- > Working closely with the project manager and Indigenous Services Canada partner expert in developing required federal processes.
- > Liaising with the Director of Administration to meet all federal funding and reporting responsibilities.

Core required competencies:

- > Demonstrated leadership experience at senior levels within a publicly funded organization.
- > Exceptional ability to establish and maintain productive working relationships with a diverse stakeholder base.
- > Strong understanding of the principles and practices of project management & reporting.
- > A clear ability to develop tactics and programs that drive business goals and team performance.
- > Self-motivated, productive, and efficient.



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Minimum education, certification, & experience:

- > At least five (5) years of demonstrated achievements in a senior executive role in one of the following areas: administrative, financial, human resources or facility management, or at least five (5) years of demonstrated achievements in a corporate management role within the public sector, preferably public safety.
- > Demonstrated experience in organizational behaviour, change management, transformation or project management.
- > Demonstrated experience developing and managing detailed project plans that cascade into specific work plans and include associated deliveries.
- > Bachelor's Degree in business administration, Commerce or Human Resources, or designation in a related corporate management field.

Preferred qualifications:

- > Bilingual English and French.
- > Of Indigenous Heritage.

Contracts considerations:

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

Closing date:

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How to apply:

Please respond with any questions. Applications must include resume and can be submitted by email to jana@tullochconsulting.ca

AFAC is an equal opportunity employer and encourages applications from all qualified individuals.