



# Aamjiwnaang First Nation

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## EMPLOYMENT OPPORTUNITY

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**Position Title:** Governance Officer

**Location:** Sarnia, ON

**Duration:** Permanent

**Posting Closes/Deadline:** December 5<sup>th</sup>, 2025

**Tentative Interview Dates:** December 10<sup>th</sup>-11<sup>th</sup>, 2025

### Overview of the Position

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The Governance Officer oversees all governance initiatives as determined by Aamjiwnaang Chief and Council strategic plan, assists with the development of legal and regulatory compliance of community laws and by-laws and applicable organization policies and procedures with a focus on mitigating risk.

All employees are to work in compliance with the Occupational Health and Safety Act.

### Responsibilities

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#### 1. Systems and Operations

- Assisting in the development and implementation of the Chief and Council strategic plan through:
- Effective reporting and provide strategic advice on the implementation
- Effective implementation of the Comprehensive Community Plan and Leadership Strategic Plan
- Maintain and provide accurate records and documents of relevance
- Collaboratively work with Chief and Council, Aamjiwnaang Administration and local Provincial Territorial Organization's (PTO's)
- Assist in the establishment of new governance and management procedures as they relate to the Aamjiwnaang Chi'Naaknigewin
- Assess strengths and weaknesses, strategy, and governance, and their impact while identifying opportunities and risks
- Ensure accuracy and compliance with relevant legislation
- Steering the governance and leadership capacity development services
- Assist in planning program and services for advisory services and develop funding proposals as directed
- Prepare an annual work plan detailing, goals, projects and timelines for activities assigned that is in line with the strategic direction of the organization
- Responsible to maintain and report on all financial transaction related to governance

#### 2. Administration

- Ensure the requirements and practice of governance and risk management framework are embedded throughout the organization
- Monitor external Indigenous governance initiatives and participate as a technical resource within AFN (and other) governance as required
- Regularly review governance processes, policies, and procedures, focusing on continuous improvement
- Act as a liaison between Chief and Council, Administration, and Band Members as required
- Provide conference, workshop, and meeting planning support to ensure successful planning and execution of general and committee meetings
- Ability to lead/facilitate meetings

- Ensure that all business of governance, are conducted in a responsible, confidential, and ethical way

3. Other duties as assigned.

### **Minimum Requirements**

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- Appropriate post-secondary qualifications (diploma or degree equivalent) in governance, policy and risk management, or equivalent experience
- 3-5 years of administrative or policy development experience
- Proven experience and qualification in risk management and the development of frameworks related to risk based on legislative, community, and other influencing factors
- Proven experience and ability to prepare policy and law related documents in a timely manner
- Prior experience in development and/or managing First Nation-related partnerships
- Minimum five (5) years of working with/for a First Nation community

### **Knowledge, Skills, and Abilities**

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- Collaborative, analytical, and objective thinking; Organizational, analytical, and research skills
- Critical thinking, attention to detail, problem solving, and persuasion skills
- Ability to maintain strict confidentiality standards
- Ability to work independently and to perform well with minimal supervision
- Ability to navigate competing agendas and competing interests in order to achieve consensus
- Be familiar with the Comprehensive Community Plan (CPP)
- Fluent in professional Microsoft Office 365 (Word, Excel, and PowerPoint)
- Knowledge of iCompass Data Management System an asset

### **Personal Attributes**

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The incumbent must maintain strict confidentiality in performing the duties of this position and must also demonstrate the following personal attributes:

- Demonstrated high degree of personal integrity and credibility and the ability to represent AFN with professional competence
- Interest in First Nation community development, organizational development, and effective governance

### **Other Considerations**

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In accordance with Section 16 Special Programs of the Canadian Human Rights Act, preference will be given to Aamjiwnaang Band Members with relevant education/experience (R.S.C 1985, c. H-6, s16 (1-3).

### **Application Process**

If you are interested in this opportunity, kindly forward your resume and cover letter via mail, email, or fax to:

Aamjiwnaang First Nation  
978 Tashmoo Avenue  
Sarnia, ON N7T 7H5  
Attention: Ashley Fisher, Human Resources Officer  
Or  
[humanresource@aamjiwnaang.ca](mailto:humanresource@aamjiwnaang.ca)  
Or  
519-336-0382 fax

For more information, check us out online at [www.aamjiwnaang.ca](http://www.aamjiwnaang.ca)