

The MISSISSAUGAS OF THE CREDIT FIRST NATION
Is accepting applications for the full-time, permanent position of



“Chief Administrative Officer”

Administration Department | Full-Time, Permanent

This Is Not Just a Role—It’s a Legacy Opportunity.

We are seeking a **strategic, visionary, and culturally grounded Chief Administrative Officer (CAO)** who will serve as the senior administrative leader of MCFN. Reporting directly to Chief and Council, the CAO plays a critical role in ensuring the effective implementation of governance direction, overseeing all administrative operations, and advancing organizational performance and Nation-building priorities.

This position is ideal for a collaborative and results-driven leader who is committed to strengthening governance, enhancing service delivery, and fostering a high-performing, accountable, and culturally grounded organization.

Key Responsibilities

In this role, you will:

- Provide overall leadership, direction, and coordination of all MCFN administrative functions, programs, and services.
- Implement the direction, policies, and priorities established by Chief and Council while maintaining a clear separation between governance and administration.
- Lead organizational planning, performance management, and continuous improvement initiatives aligned with MCFN Strategic Pillars
- Ensure financial accountability and stewardship in collaboration with the Chief Financial Officer, including budgets, audits, and funding compliance
- Provide leadership and mentorship to senior management, fostering a respectful, inclusive, and culturally grounded workplace
- Strengthen government relations and partnerships with external stakeholders, agencies, and First Nation organizations
- Monitor organizational performance, address risks, and support effective decision-making across departments

Qualifications & Experience

We are looking for candidates who bring:

- Bachelor’s degree in Public Administration, Business Administration, or a related field
- Minimum of 10 years of progressive experience, including at least 5 years in senior leadership roles
- Demonstrated experience working within First Nation governments or similar governance environments
- Proven expertise in strategic planning, organizational leadership, and financial oversight



Mississaugas of the Credit First Nation
2789 Mississauga Road, Hagersville, ON, N0A1H0



Phone: 905 -768-1133
Fax: 905-768-1225





- Strong understanding of First Nation governance, Indigenous cultural values, traditions, and community engagement practices
- Exceptional leadership, communication, decision-making, and relationship-building skills
- High level of political acuity, professionalism, discretion, and emotional intelligence

Assets:

- Master's degree in Public Administration, Business Administration, Indigenous Governance, Leadership, or a related field

Why Work for MCFN?

At MCFN, your work has purpose. You're not just filling a position — you're contributing to the growth, wellbeing, and future of a proud, resilient First Nation. We offer more than employment; we offer meaningful, community-centered careers.

Benefits

- Competitive vacation package
- Comprehensive group benefits (Health, Dental, and Life) and pension plan
- Generous paid time off
- 5 mental wellness days
- Professional development and leadership training opportunities
- Supportive executive leadership environment
- Opportunity to drive meaningful, community-level change

First Nations Preference

In accordance with section 16(1) of the Canadian Human Rights Act and as part of the Mississaugas of the Credit First Nation's commitment to supporting the employment and advancement of Indigenous peoples, preference may be given to qualified candidates who self-identify as First Nations. Applicants who wish to be considered under this preference are invited to voluntarily self-identify in their cover letter.

Mississaugas of the Credit First Nation is committed to fostering a diverse and inclusive workplace. We provide employment opportunities in a manner consistent with applicable human rights legislation and do not discriminate on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status, disability, or any other ground protected by law, subject to any lawful special programs.

How to Apply

Please submit your résumé and cover letter to: HR.Clerk@mncfn.ca

Deadline: July 3 2026



Mississaugas of the Credit First Nation
2789 Mississauga Road, Hagersville, ON, N0A1H0



Phone: 905 -768-1133
Fax: 905-768-1225

