



## **EMPLOYMENT OPPORTUNITY**

### **Director of Justice**

The Chiefs of Ontario is seeking to recruit a qualified and motivated individual for the position of Director of Justice. This is a full time position leading the Justice Sector and achieving the mandates set out by the Chiefs in Assembly. The position is based in Toronto and may require some travel to First Nation communities and elsewhere in Ontario.

#### **SUMMARY DESCRIPTION:**

On behalf of the Chiefs of Ontario, the Director of Justice serves as the special resource and technical advisor to the Ontario First Nations on areas of justice, the administration of justice, legal matters, policing and advocacy for culturally appropriate programming.

The Director of Justice reports directly to the Chief Operating Officer of the Chiefs of Ontario.

#### **DUTIES & RESPONSIBILITIES:**

1. The Director of Justice is responsible for the Justice files, providing briefings to the Political Confederacy, and supervising the Justice Sector. The Director will be responsible for overseeing the updating of the departmental information system, ensuring that files are kept secure and accurate.
2. The Director of Justice will be responsible for maintaining a current understanding of federal and provincial government policies that impact First Nations Peoples in Ontario and analyse any proposed policy changes to ascertain their potential impact on Indigenous Peoples.
3. Carry out reviews and evaluation of current policies, legislation and programs and procedures affecting Indigenous justice and culturally appropriate programming;
4. By preparing position papers, reports and research on emerging issues of First Nation justice;
5. Consult with First Nation communities and organizations to determine the need for effectiveness of a particular action;
6. Participate in regional and national justice technicians forums;
7. Prepare briefing notes for meetings, workshops and overall distribution for First Nation communities, Chiefs Assemblies and federal or provincial justice meetings;
8. Effective proposal writing and follow up reporting requirements;
9. Prepare annual work plans and budgets for the Justice Department. Ensure that reports are completed on time.
10. Efficient presentation and facilitation skills and ability to lead and conduct meetings;

11. Highly effective interpersonal skills – must be a positive team player; remain sensitive and maintain an awareness of the many challenges facing First Nation communities and citizens surrounding issues of justice.
12. Ability to work under strict deadlines and in stressful situations.

**QUALIFICATIONS:**

1. The Director of Justice will possess a degree in law or related discipline, or an equivalent combination of public policy/law/criminology and related field in experience
2. Experience in managing, planning, coordinating and organizing work projects.
3. The Director Justice will have at least two years experience working on policy issues related to First Nation issues.
4. Ability to travel often, throughout the Province and occasionally out of Province when required.
5. Excellent written and communication skills.

**SALARY:** Negotiated based on experience & education.

**CLOSING DATE:** April 21, 2017 at 5:00 pm (EST)

**Please send cover letter, resume and 3 references by email to:**

Nathan Wright, Chief Operating Officer  
Chiefs of Ontario  
Suite 400, 468 Queens St. E.,  
Toronto, ON M5A 1T4  
FAX (416) 597-8365  
[opportunities@coo.org](mailto:opportunities@coo.org)

Please email any questions to Marla Monague, Executive Assistant at: [marla@coo.org](mailto:marla@coo.org).

*Preference is given to applicants of First Nations ancestry. We thank you for your expression of interest in this opportunity. Unfortunately, we will not accept late applications and only those selected for an interview will be contacted.*