

# ONEIDA NATION OF THE THAMES

ONEIDA ADMINISTRATION OFFICE  
2212 ELM AVENUE, RR #2  
SOUTHWOLD, ONTARIO  
N0L 2G0



TELEPHONE: (519) 652-3244

FAX: (519) 652-2930

## JOB POSTING

**Position:** Director of Governance  
**Term:** Permanent Full-Time  
**Division:** Political Office  
**Salary:** Competitive salary range  
**Hours:** 40 hours per week, must be flexible to work days, evenings, weekends and statutory holidays.

**Posting Date:** April 27, 2026

**Closing Date:** May 11, 2026

### JOB SUMMARY:

The **Director of Governance** is responsible for supporting the development, oversight, and implementation of governance practices, strategic policy, political office structure and external relations on behalf of the Nation. This role ensures the Nation's leadership remains focused on long-term planning, legislative responsibilities, and political advocacy, while maintaining a clear separation from day-to-day administration.

### EDUCATION:

1. Post-Secondary Degree in a related field of study such as Political Science, Social Science or Indigenous studies; or an equivalent combination of education and experience acceptable to the employer.

### EXPERIENCE:

1. Related experience includes but is not limited to: Risk Management; drafting complex governance and operational policies and procedures and developing the mechanisms to ensure their full compliance; supervision and budget management.
2. Strong understanding of Oneida Nation for the Thames governance and nation-to-nation relationships.
3. Excellent communication, diplomacy, and political advocacy skills
4. Ability to analyze complex information and present it clearly to various audiences
5. Familiarity with legislative, legal, and regulatory processes at various government levels
6. Advanced PC Skills – (i.e. Word, Excel, Power Point, MS Outlook, Teams) and ability to quickly adapt to new technologies.
7. High ethical standards, discretion, and commitment to confidentiality.
8. Strong connection to community, culture, and the Nation's values
9. Excellent customer service, conflict resolution, liaison, and problem-solving skills
10. Excellent organizational skills and extremely detailed oriented
11. Proven ability to effectively prioritize workflow and meet deadlines
12. Ability to travel and work periodic evenings and weekends as required

### MANDATORY DOCUMENTATION WITH APPLICATION:

1. A cover letter addressing the qualifications listed above **must** be included with your application.
2. Resume.

### REQUIREMENTS PRIOR TO STARTING EMPLOYMENT:

1. The successful candidate must submit a Criminal Record check (completed within a 30-day timeframe), **at their own expense**.
2. The successful candidate must submit a copy of applicable educational qualifications (certificates, diplomas, degrees, etc.).

Please submit all mandatory documents electronically to [hr.recruitment@oneida.on.ca](mailto:hr.recruitment@oneida.on.ca) or 2212-A Elm Avenue, Southwold Ontario, N0L 2G0

- Late applications will not be accepted
- We thank all those for applying but only those selected for an interview will be contacted.
- Oneida Nation of the Thames gives hiring preference to qualified First Nation applicants, with first preference to qualified Oneida Nation of the Thames members. Applicants wishing to be considered under this preference are encouraged to self-identify in their application.
- Oneida Nation of the Thames is guided by Skaná Teyukwalihwayenawakhuti “We will work together in peace” and is committed to supporting the preservation and use of the Oneida language and cultural practices.
- Oneida Nation of the Thames is committed to workplace diversity and will provide accommodations to applicants with disabilities throughout the hiring process. To request accommodations, please contact Human Resources at [hr.recruitment@oneida.on.ca](mailto:hr.recruitment@oneida.on.ca)

To request a full job profile, contact the Human Resources Department at 519-652-3244 ext. 826 or by email [hr.recruitment@oneida.on.ca](mailto:hr.recruitment@oneida.on.ca).