

# Band Manager

## Job Overview

<b>Job Order:</b>	JO0000148959
<b>Date Posted:</b>	1/13/2026
<b>Salary:</b>	\$75,000.00- \$95,000.00/Year
<b>Industry:</b>	
<b>Metro Area:</b>	Kirkland Lake, ON
<b>Start Date:</b>	1/12/2026

We are sourcing a **Band Manager** for one of our clients in Northern Ontario!

Do you have strong leadership and financial management experience? Are you comfortable overseeing daily operations, supporting Chief and Council, and working closely with community members and external partners? If you are looking for a meaningful leadership role with long-term impact, we want to hear from you.

Join our client as their Band Manager, the senior administrative leader responsible for the coordination and management of all community operations, programs, and services.

Position type: Full-time, permanent  
Reports to: Chief and Council

### **We will offer you:**

Annual salary range between \$75,000 and \$90,000  
Overtime paid after 44 hours

Opportunity to play a key role in long-term community development  
Work in a respectful and collaborative environment

### **About the job:**

Provide leadership and direction to all departments and staff while overseeing daily operations across administration, finance, health, education, infrastructure, lands and resources, and economic development

Support Chief and Council by implementing decisions, preparing meeting materials, attending meetings, and providing operational updates

Lead financial management, including budgeting, monitoring program spending, approving invoices and payroll, overseeing funding agreements, and ensuring accurate reporting and audits

Oversee human resources functions such as recruitment, performance management, training, and policy compliance while fostering a safe, respectful, and accountable workplace culture

Develop and maintain administrative policies and procedures to support transparency, efficiency, and regulatory compliance

Represent leadership when delegated and coordinate communication with staff, consultants, legal advisors, government partners, and community members

Support lands, resources, and economic development initiatives, including environmental monitoring and impact benefit agreement implementation

**Schedule:**

Monday to Friday, 8:30 AM to 4:30 PM

Additional hours and occasional weekends may be required

**What you need:**

Strong leadership and decision-making skills

Excellent written and verbal communication skills

Strong knowledge of budgeting, financial management, and reporting

High level of organizational and administrative ability

Strong problem solving and critical thinking skills

Knowledge of governance practices, laws, and regulations

Experience managing staff and multiple priorities

**Education and Experience:**

Post-secondary education in business, public administration, finance, Indigenous studies, or a related field is preferred. An equivalent combination of education and senior management experience will also be considered.

**Assets:**

Experience working with First Nation communities or organizations

Knowledge of Indigenous culture, language, and traditions

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