

1018 NASKAPI ROAD, KAWAWACHIKAMACH, QUEBEC, G0G 2Z0 Tel.: (418) 585-2020 Fax: (418) 585-2050

## JOB DESCRIPTION: ADMINISTRATIVE DIRECTOR

<b>Employer</b>	Sachidun Childcare Centre Board of Directors
<b>Personnel Required</b>	One
<b>Duration</b>	One year, with the possibility of renewal – starting date flexible
<b>Salary</b>	starting at \$100,000 annually + benefits (including travel and accommodations)
<b>Schedule</b>	35 hours per week

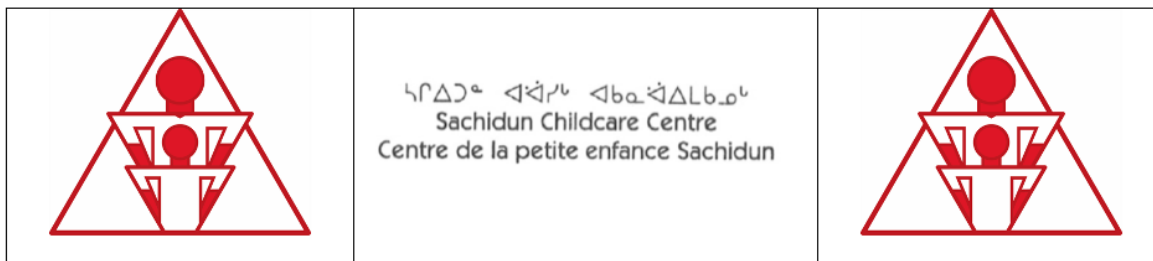
All applications should be sent by email to the project coordinator, Emilie Ovenden, at [ovenden@atmacinta.com](mailto:ovenden@atmacinta.com) by May 1st, 2025. All applications will be shared with the Board of Directors, and hiring will be done in accordance with the policies of Sachidun Childcare Centre.

### CONTEXT AND OPPORTUNITY

The Naskapi Nation of Kawawachikamach (“NNK”) is a First Nation in northern Quebec. It has approximately 1,900 members, most of whom reside in Kawawachikamach and the surrounding

Situated in Kawawachikamach, Sachidun Childcare Centre (“Sachidun”) specializes in early childhood education for children up to 5 years old. Sachidun recently expanded its capacity from 29 to 63 childcare places. Due to current staff shortages, it is not yet operating at full capacity. To support this transition, we are seeking an experienced professional who will help with hiring and onboarding of additional staff, integrating new children, developing a strong education plan, and streamlining Sachidun’s policies and processes.

In a related matter, the NNK Council is negotiating a self-governance agreement (“SGA”) for early childhood education services offered in the community, the objectives of which are to provide Sachidun with greater operational independence and to improve staff retention through higher wages and better working conditions. The Administrative Director will assist in the development and implementation of the SGA.




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## SPECIFIC RESPONSIBILITIES

Reporting to Sachidun's Executive Director, the Administrative Director will be responsible for:

- Filing Systems: Organizing, maintaining, and ensuring easy access to important records and documents.
- Administrative Support: Assisting with day-to-day operations, including scheduling, correspondence, and general administrative tasks.
- Educational Plans: Creating and implementing comprehensive educational strategies aligned with organizational goals and regulatory standards.
- Infrastructure and Equipment: Overseeing and maintaining the inventory of childcare materials, ensuring supplies are stocked and readily available, and assisting with infrastructure management to support operational needs following the expansion.
- Staffing: Facilitating the recruitment process for new Childcare Educators, providing training and development opportunities, and fostering strong relationships to enhance employee retention.
- Regulatory Compliance: Monitoring and enforcing adherence to Ministère de la Famille regulations, including documentation, reporting, and operational standards.
- Operational Budgets: Preparing, managing, and tracking annual and project-specific budgets to ensure efficient use of financial resources.
- Varia: Other tasks that may be assigned from time to time by the Sachidun's Board of Directors and/or Executive Director.

## QUALIFICATIONS AND EXPERIENCE

- A recognized degree in Early Childhood Education, Business Administration, or a related field *OR* 3+ years of leadership experience in childcare management.
- Strong understanding of early childhood development and best practices in education.



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- Proven experience managing budgets, payroll, and staff schedules.
- Familiarity with health and safety standards in childcare environments.
- Strong interpersonal and human resource skills.
- Pass criminal background check in accordance with Article 26, Sections 18 and 19 of the Educational Childcare Act.
- CPR training or willingness to participate in training considered an asset.
- Strong spoken and written English is essential, and an ability to speak Naskapi, Innu or French will be considered as an asset.
- Indigenous identity and/or experience working with Indigenous or northern communities will be considered as an asset.
- Good computer skills and knowledge of software programs (Word, Excel, PowerPoint, etc.).