

# NORTHERN SHUSWAP TRIBAL COUNCIL



## Job Title: Executive Director – Full-Time/Permanent

### Job Summary:

The Executive Director is responsible for the successful leadership and general management of three organizations according to the vision, objectives, and strategic direction set in conjunction with the governing body. The Executive Director is responsible for the efficient management of all programs and departments, setting goals and measuring the achievement of the organization's objectives. As a skilled administrator who is a positive role model, the Executive Director works with the governing body to focus on establishing effective working relationships with community groups, funding agencies, and other external contacts. The Executive Director ensures the efficient financial management of the organization through Treaty negotiations, applications for grant funding and fiscal restraint. The Executive Director leads a multi-faceted team of employees who are tasked with Treaty, finance, victim services, administration, fisheries and resource management, information technology, skills development and other specialties. Additionally, the Executive Director plays a strong role in increasing capacity of all associated organizations, providing advice, guidance and resources to support their operations

### Summary of Knowledge and Abilities we are looking for:

- Knowledge of legislation on Labour Code, Occupational Health and Safety, Privacy, Human Rights, and Employment Law;
- Knowledge of financial and reporting requirements for Federal, Provincial and other funding agencies;
- Knowledge and experience in human resources and financial management, governance procedures, and the treaty process.
- Conflict Resolution - Brings conflict into the open at the earliest opportunity to arrive at constructive solutions while maintaining positive relationships;
- Relationship Building - Develops strong, cooperative relationships with internal and external partners, customers, clients and colleagues to build long term relationships that foster collaboration and partnership;
- Leadership & Teambuilding - Sets an example and a direction for others by acting as a role model and inspiring a positive attitude toward work, motivating others toward vision and goal achievement. Coaches direct reports for employee development and provides purposeful feedback for improved performance;
- Strategic Performance - Contributes to the organization's strategic performance by linking long-range vision and mission to the daily work, developing individual and/or group goals, aligning goals with organization objectives and building commitment of staff to this direction;
- Financial Impact - Delivers on financial results by budgeting resources responsibly, analyzing data, recognizing trends and patterns and synthesizing financial data into meaningful terms;
- Innovation - Makes an effort to improve performance or operational activities by trying new things, finding new ways of doing things and looking for improvement;
- Analytical Thinking - Observes identifies and organizes information to detect underlying issues. Recognizes patterns to interpret implications, ascertain solutions and make recommendations;
- Business Acumen - Demonstrates an understanding of industry trends, business concepts, economic development as well as the constraints and limits of the environment in which the service is provided while increasing the value of products and services.

**Education:** Bachelor's Degree in Business Administration or related field

**Experience:** Five to seven years of progressively responsible program management experience preferably in the social service sector, or with First Nations groups, supplemented by business/management experience.

### How to Apply:

**For a complete job description and Job Application form**, please visit the Employment section of the Northern Shuswap Tribal Council website at: [www.northernshuswaptribalcouncil.com](http://www.northernshuswaptribalcouncil.com)

### Application Package submission must include the following:

- 1: Provide a cover letter with your skills & abilities that match the job description
- 2: Completed Job Application Form
- 3: Resume with three work related job references

### Email your application to:

Bonnie Slack, Operations Coordinator Email: [administration@nstq.org](mailto:administration@nstq.org)

Mail your Application to: Fax to: 250-392-6158

Attention: Bonnie Slack, Operations Coordinator

Northern Shuswap Tribal Council

17 South 1<sup>st</sup> Avenue, Williams Lake, BC V2G 1H4

### Application Deadline:

December 1st, 2017 @ 4:00 pm

Applications received after 4:00 pm on December 1st, 2017 will not be considered.

**Interview Date:** December 11, 2017 (for the selected candidates)

**NOTE:** Only those selected for an interview will be contacted.

Preference will be given to persons of Aboriginal ancestry as per Section 16(1) of the Canadian Human Rights Act.