

JOB OPENING

# BAND ADMINISTRATOR



**Job Title:** Band Administrator

**Job Summary:** The Band Administrator is responsible for the successful leadership and general management of the organization according to the vision, objectives and strategic direction set in conjunction with the governing body. The Band Administrator is responsible for the efficient management of all programs and departments, setting goals and measuring the achievement of the organization's objectives by leading the community's governing body as a skilled administrator who is a positive role model. This role focuses on establishing effective working relationships with community groups, funding agencies, and other external contacts, the efficient financial responsibilities of the organization through economic development, treaty negotiations and other improvements for the organization.

**Education & Experience:**

- Diploma in Business or a related field
- Five to seven years of progressively responsible program management experience preferably in the community, social service sector, or with First Nations groups
- Experience supervising and managing staff as well as developing and managing budgets
- Knowledge of legislation on Labour Code, Occupational Health and Safety, Privacy, Human Rights
- Knowledge of financial and reporting requirements for AANDC
- Knowledge and experience in human resources and financial management, governance procedures, and the Treaty process

**Skills and Abilities:**

- Ability to work independently and build effective interpersonal relationships
- Ability to work collaboratively with the leadership team in the establishing of goals, strategy, preparation of budgets and funding proposals
- Ability to self-regulate, meet deadlines, have attention to detail
- Recognizes and respect all cultural diversity and has an understanding of Aboriginal culture

**Type of Employment:** 35 hours per week, subject to 90-day probation – full benefit package after completed probationary period.

**Working Conditions:**

- Must be able to obtain and maintain a Criminal Records Check
- Must be able to obtain and maintain a valid BC Driver's Licence
- Must provide a vehicle in good operating condition and appropriate vehicle insurance to meet program requirements

**Salary:** Wage Grid 9. Dependent on experience

**How to Apply:**

1. Please provide a cover letter with salary expectations and availability.
2. Resume
3. For a complete job description please request a copy from the Executive Assistant

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**Email your Application to:**

Leasa Williamson, Executive Assistant

**Email:** [execasst@xatsull.com](mailto:execasst@xatsull.com)

**Mail your Application to:**

Soda Creek Indian Band

3405 Mountain House Road, Williams Lake, BC V2G 5L5

**Fax:** (250) 989-2300 Attention: Leasa Williamson

**Application Deadline: Tuesday May 11, 2021 at 4:00 PM.**

Applications will be accepted by email, hand delivery, fax or by mail.

**NOTE\*\* Applications received after 4:00 on May 11, 2021 will not be considered. 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.**