



Ts'kw'aylaxw First Nation

Box 2200
Lillooet, BC
V0K 1V0

Ph: (250) 256-4204

Fax: (250) 256-4058

Band Administrator

Job Scope: Ts'kw'aylaxw First Nation is a progressive community with a workforce of 30-40 people. This position will be reporting to Chief & Council, the successful candidate will have the post secondary education, formal training, professional knowledge, skills and abilities and senior management experience, preferably within Band Administration, to be responsible for:

- Providing effective leadership and positive team building
- Providing effective employee supervision and development
- Managing overall operating, financial, capital and program affairs
- Understanding and development of formal plans, to include Strategic, Capital, Financial, Program and Economic Development.
- Developing proposals for funding
- Working in partnership with Chief & Council to identify and provide for the needs of the Community and membership.

Duties:

- Provide leadership, supervision and direction to program managers;
- Advising, assisting and directing program managers in developing policies and/or proposals for the enhancement of Service Programs;
- Coordinate and attend regular staff meetings to be updated on the status of their programs, provide operational information;
- Advising on new management concepts and innovative ideas i.e. prioritizing program and activities via restructuring operations to run effectively and efficiently;
- Maintain objective relationships with all staff to ensure fair and equitable service and assistance is provided;
- Advising Chief and Council on new developments from contact with government agencies
- Researching and recommending sources of funding for Service Programs; and provide advice and assistance on various committees as directed by Council;
- Advising on issues of concern or contentious issues that may impact on the effectiveness of Band operations;
- Positively represent and promote Ts'kw'aylaxw First Nation; exchange information and keep informed of the changes and trends that can be beneficial to the First Nation
- Develop a liaison with First Nations and other local, provincial and federal agencies in order to maintain a mutual awareness of needs, issues/concerns and policies

- Ability to maintain confidential integrity of the operation.
- Any other related duties as required

Minimum Qualifications:

- Minimum college or university education in business administration.
- 5 years Management experience.
- Must have valid BC Driver's License and access to reliable transportation.
Criminal Reference check is required at own cost if employment is offered.

Rated Requirements:

- Excellent written and oral communication skills
- Preferred university degree in business or human resources administration or a combination of an undergraduate degree with significant management experience.
- Proven experience in progressive management responsibilities.
- Previous experience as a Band Administrator.
- Knowledge of the history and dynamics of Ts'kw'aylaxw First Nation.
- Experience and proficiency in program administration.
- Experience and demonstrated ability to provide flexible and competent leadership and supervision for a service delivery team.

Timeframes:

This position is a contract position. The successful candidate will be expected to start in early March 2009. This position will be re-evaluated after 6 months to determine overall job suitability.

Salary: Dependant on qualifications and experience

How to apply:

Applications can be delivered to the front desk of the Ts'kw'aylaxw First Nation Administration building. Submissions must include a cover letter, resume, and three work related references and or letters of reference. Faxed or e-mailed applications will also be accepted. Full Job description available at Ts'kw'aylaxw First Nation Administration Office.

RE: Band Administrator Position

Ts'kw'aylaxw First Nation PO Box 2200 Lillooet, BC V0K 1V0

Ph: (250)256-4204 Fax: (250)256-4058 email: reception@tskwaylaxw.com

We thank all who apply, however only those selected for interview will be contacted. Late applications after the deadline will not be accepted.

Deadline to apply: Friday, February 6, 2009 3:00pm