



LEADERSHIP AND MANAGEMENT EMPLOYMENT OPPORTUNITY

Located in the beautiful Fraser Canyon, close to and north of Lillooet, British Columbia, our great FN community is inviting qualified applicants to apply for the position of:

ADMINISTRATOR

Reporting to Chief and Council, and working as a Team with Council, Administration employees and the community, the successful candidate will have responsibility for providing the leadership and general management of the Administration, Operating and Capital affairs of the Ts'kw'aylaxw First Nation.

QUALIFICATIONS OF THE SUCCESSFUL CANDIDATE, TO INCLUDE:

- Related and Accredited Post-Secondary Degree or Equivalent Formal Post-Secondary Education and Certifications / Formal Training
- Six to eight (6-8) years directly related experience with three (3) or more years experience in a senior management position with a First Nations Administration
- Management experience in the development and administration of formal Plans, Policies, Funding Agreements, Budgets, Programs, Services and Projects, including capital and economic development
- Excellent Leadership, General Management, Human Resource Management, Communications, Negotiation and Team-building skills
- Excellent financial management experience / skills, including the writing and management of Funding Proposals and Agreements
- Demonstrated ability to work with a First Nations Community and Governments, to include the understanding of applicable Federal and Provincial Statutes, Regulations and Laws
- Positive Criminal Records Check and the Certification to work in Canada

A very good compensation package is offered, along with the opportunity to contribute to the success of a great First Nations Organization and Community.

Please forward a current résumé with applicable supervisory and other references to:

TS'KW'AYLAXW FIRST NATION

35100 Hwy 99
Box 2200

Lillooet, BC V0K 1V0

Attention: Desarae John, Executive Assistant to Chief and Council
E-mail: executiveassistant@tskwaylaxw.com Phone: 250-256-4204

Applications will be received and reviewed in strict confidence.

Closing date for accepting résumés is Friday, July 27th, 2018