



**KWAKIUTL BAND – CAREER OPPORTUNITY  
BAND MANAGER, SENIOR ADMIN POSITION**

<b>Job Title:</b> Band Manager	<b>Reports To:</b> Kwakiutl Chief and Council
<b>Program/Department:</b> Administration	<b>Work Location:</b> Band Office
<b>Date Updated:</b> March 2023	<b>Job Status:</b> Full-time

**SUMMARY OF ROLE:**

Kwakiutl First Nation (KFN) is seeking an accomplished and experienced individual with a proven track record for the role of Band Manager. With a population of 800 plus members living both on and off reserve lands, KFN has a wide and complex variety of both administrative needs and opportunities.

As senior management reporting directly to the Chief and Council supporting the performance of Band Employees, this person is responsible for overseeing the management, administration and delivery of all Kwakiutl Band programs and services. The Band Manager will ensure that all operations are conducted in a respectful and responsible manner. Key to this position is ensuring that goals and objectives, established by Kwakiutl Band Council on behalf of the band, are implemented and reported on according to Policy and Governance processes.

The Band Manager oversees all departments and supports the department heads of Kwakiutl Band in performing their roles. This includes:

- Finance
- Admin & Governance Staff
- Housing
- Health & Social Development
- Education, School & Daycare
- Operations & Maintenance
- Lands, Marine & Resources
- Capitol, Energy & Policy Development
- Economic Development
- Kwakiutl Nation Development Corporation and all Societies under Nation management.

**DUTIES / RESPONSIBILITIES:**

- Collaborate with Council, and staff to manage all aspects of Kwakiutl administration in accordance with the communities' priorities, as defined in Kwakiutl-led community plans.
- In collaboration with the Senior Finance Team and Department Managers, develop, implement, and control annual operating and capital budgets for all departments and community economic development entities, and report on budget actuals.
- Provide direct support services such as research, grant writing, project development or planning support, business retention and expansion activities in line with community plans.
- Support the growth organizational and program policies, procedures, and processes, and make recommendations to Council for gaps and challenges.
- Monitor organizational and program performance against goals and take corrective action where necessary.
- Oversee, direct, and collaborate with staff to ensure overall operational and organizational excellence can be achieved. This includes hiring, supervision and in some cases reducing staff.
- Provide annual employee evaluation, training and mentoring for the staff under direct supervision.
- Motivate and develop skills of staff to foster productivity, professionalism, and high morale.
- Develop and maintain respectful and effective relationships with community, clients, employees, and contractors.



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- Comply with legislation, regulations, policies, and established procedures.
- Develop clear and comprehensive reports, proposals, recommendations, updates, and other written materials.
- Assist with organizing community, leadership and staff meetings and finalize minutes for such meetings.
- Maintain an open, equitable and service-oriented relationship between the community and the Band administration.
- Act as a liaison between other government agencies and departments, private industry business and any other individuals, groups or agencies operating in the community.
- Work to foster positive relationships between and among the community, staff Council and external stakeholders.
- Perform other related duties and responsibilities as assigned.

### **REQUIREMENTS:**

- University degree in business or public administration and/or some aspect of organizational development.
- Minimum of five (5) years' managerial experience with experience in a First Nations environment.
- Training in financial and/or human resource (HR) management will be considered an asset.
- Knowledge of Federal and Provincial employment law and labor relations.
- Possess strong computer skills using Outlook, Word, Excel, PowerPoint and Xyntax.
- Good verbal and written communication skills.
- Diplomacy, tact, and confidentiality in dealing with a variety of people and information.
- Reliability, good judgement, dependability, and a mindset to continuously learn.
- Self-motivated and an ability to work independently.
- Ability to work in a team orientated environment.
- Flexibility is a must to adapt to changing work priorities.
- Proven negotiation and conflict resolution skills.

### **WORKING LOCATION AND CONDITIONS:**

- Physical presence at the office in Tsax̓is during regular work hours, Monday – Friday 8:00 am – 4:00pm, and regular Council and Community meetings. This is not a remote work position.
- Interaction with leadership, employees, membership, and the public is required.
- There will be travel, as and when required.
- Candidate must have the manual dexterity required to use desktop computer and peripherals, and be able to sit and/or manage working in an office for the required periods of time.
- Successful criminal record check.

### **SALARY EXPECTATIONS:**

The remuneration for this role is in the magnitude of \$90 - \$131,000 annually depending on experience and education.

### **APPLICATION & INQUIRIES:**

Please send any inquiries about this role or requests for discussion to [HR@kwakiutl.bc.ca](mailto:HR@kwakiutl.bc.ca); This position is open for two weeks to Kwakiutl Membership.

Members, to apply please send your resume and cover letter by September 11, 2023 to [HR@kwakiutl.bc.ca](mailto:HR@kwakiutl.bc.ca).