

Job Posting: Band Administrator

Ehattesaht Chinehkint is a small nation of 500+ members with big dreams. We are remotely located in Zeballos, BC on the West Coast of Vancouver Island. We have a diversified portfolio in forestry, fisheries, micro-hydro projects, and small businesses. We deliver a variety of social services including education, health, housing, capacity and social development. We are actively engaged in social justice issue too.



You are a dynamic, energetic professional experienced in FN Administration. You have an understanding of rural and remote living and appreciate the complexities and benefits of this lifestyle. You can provide leadership in strategic planning, advise on policy and implement work plans for the Ehattesaht. You are capable of personnel management, and trouble-shooting situational conflict. You can ensure that policies, regulations, and legal responsibilities are adhered to, and that Chief and Council decisions are effectively implemented. You are competent with financial management, and you have experience with not-for-profit fundraising

Job Opportunity: Band Administrator We have a vacancy for a knowledgeable and skilled Band Administrator with a minimum of five (5) years of continuous, consecutive experience to add to our dynamic team to provide visionary leadership and operational oversight for the administration, programs, and services. This position plays a critical role in recommending and leading the strategic direction, and ensuring effective governance and operations that serve the needs of the community.

KEY RESPONSIBILITIES

Strategic and Financial Management	Governance and Leadership	Workforce Management
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QUALIFICATIONS

- A minimum of post-secondary education in Public or Business Administration, Indigenous Governance
- Minimum of five (5) years of progressively responsible management experience, ideally within a First Nation, government, or non-profit organization is preferred.
- Strong understanding of Indigenous governance structures, community development.
- Demonstrated experience in financial and human resources management, strategic planning and implementation
- Awareness of local community priorities, traditions, and cultural values.
- Experienced in economic development and establishing and maintaining collaborative and productive business and community relationships.
- Ability to communicate effectively including verbal, written and presentation skills.

To Apply:

- Send your resume, cover letter and 3 references to admin@ehatis.ca or mail to: Box 59 Zeballos, BC V0P 2A0. For a more detailed job description email admin@ehatis.ca
- **Application are open until November 27, 2025** We offer a generous salary and benefits package based on experience that includes: Three (3) weeks of vacation; a pension plan; 100% employer paid group insurance; two (2) weeks time off through Christmas; wellness days; fish days, half day paydays & more.

Pursuant to Section 16(1) of the Canadian Human Rights Act, preference will be given to indigenous candidates who have a working knowledge of Ehattesaht culture and language.