



## Job Posting

**BAND ADMINISTRATOR**  
**Term: Permanent Full time**



**Closing: March 22, 2019**

The Quatsino First Nation is seeking the services of a unique and motivated individual for the position of Band Administrator. The Quatsino First Nation is located in Coal Harbour on the north end of Vancouver Island.

Receiving direction from the Chief and Council, this person is responsible for supervising the day-to-day operations of the Band and its programs. As the senior staff officer of the Band, the Administrator is accountable to the Council and community members for the effective supervision and functioning of the staff within various departments.

The person we are looking for will have a solid educational background (Business Management or similar education) and is a real self-starter, with above-average leadership, supervisory and interpersonal skills. A successful background in the management of a First Nations operation is important. In light of the very challenging demands that the Band is now experiencing, we require a true “turn around” specialist that can readily display an exceptional proficiency in all aspects of management.

If you’re looking for a demanding, challenging and rewarding position that will thoroughly test your political, administrative and people skills, Write to:

Quatsino First Nation  
Attn: James Wallas  
305 Quattishe Road  
Coal Harbour BC V0N 1K0

or

Fax at (250) 949-6249 Email: [jamesrwallas@gmail.com](mailto:jamesrwallas@gmail.com)

Please include salary expectations along with three references.

**Only those applicants chosen for an interview will be contacted.**