



Tk'emlúps te Secwépemc

(Kamloops Indian Band)

JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

POSITION TITLE:	Chief Administrative Officer (CAO)
DEPARTMENT:	Corporate Division
SUPERVISOR:	Chief and Council
TERMS:	Full-Time, Permanent
REFERENCE #:	2026-132

Purpose of Position:

The CAO, working collaboratively with the Chief Financial Officer (CFO) and the Chief Operating Officer (COO), is one of three executives who report directly to Kúkwpí7 (Chief) and Tk'wenem7íple7 (Council) (Council or C&C), with a mandate to separate the governance work of Council from the daily work of management and staff. Strong collaboration with the CFO, the COO and departments is important to support the substantial workload of Council so that they can concentrate on the long-term interest and needs of the community. The successful candidate should have willing to attend community gathering and events during evening and on weekends for connection with membership.

The CAO, CFO & COO work closely to jointly develop and implement the overall strategic and business goals, ensuring fiduciary compliance, and creating excellent member and employee experience. Both work with partners and stakeholders to ensure opportunities for TteS are leveraged to secure its growth and sustainability. The three two executive positions also ensure that C&C has been approved, and is informed and updated using proper approval mechanisms on any changes to HR, organizational structure, financial impacts to the organization etc. Each in turn have specific functional accountability.

The CAO provides leadership to staff and is responsible for implementing Council's vision and goals for Tk'emlúps, "not-for-profit" or member service entities. The CAO balances the work by maintaining a high level of service and support to TteS Membership, C&C, and TteS employees.

Duties and Responsibilities:

The key management functions that the CAO shares with CFO & COO include:

Supporting Kúkwpí7 (Chief) anTk'wenem7íple7 (Council)

- **Laws and policy:** Recommend laws, bylaws, policies, procedures and standards to Council. Oversee their development, review and updating to ensure consistency with Council direction and applicable legislation.
- **Administration:** Build and maintain an effective TteS Administration in collaboration with the CFO and COO.

- **Advocacy and negotiations:** Make recommendations to Council regarding lobbying and negotiations.
- **Delegated authority:** Ensure Authorization and Delegation Authorities are followed as per policy.
- **Reporting to Council:** Report and collaborate with Council on a regular basis, providing proactive, responsive and transparent reporting on relevant initiatives. Ensure Council decisions and Band Council Resolutions (BCRs) are carried out on time and reported back.
- **Compliance:** Perform all duties and responsibilities in accordance with Tk'emlúps te Secwépemc laws, bylaws, policies and procedures.
- **Financial stewardship:** In cooperation with the CFO and COO, be responsible for the fiscal management of the entire organization and provide leadership in planning business objectives. Support annual budget development and multi-year financial planning, and ensure compliance with the Financial Administration Law/Policy, funding agreements and audit requirements.
- **Health and safety:** Liaise between departments to ensure organizational health and safety strategies are aligned and implemented.
- **Organizational accountability:** Develop organizational procedures and clear accountabilities, such as executive sponsorship, project management to coordinate operations between divisions and departments and achieve strategic objectives.
- **Risk management:** Analyze and identify deficiencies within the risk management model to reduce potential liabilities to the Band. Manage organizational, legal and operational risks, and ensure compliance with privacy and records management requirements.
- **Leadership and team culture:** Provide sound leadership and foster a respectful, safe, accountable team culture with Council, administration, department heads and business managers.
- **Public image:** Promote a positive, professional public image of the Band.
- **Confidentiality and professional standards:** Maintain confidentiality on sensitive matters relating to the affairs of TteS and its business and legal entities. Maintain high standards of operational performance and serve as a role model.
- **Culture and language:** Demonstrate a willingness and interest to become knowledgeable about Secwépemc customs and traditions. Integrate Secwépemc values, language and cultural protocols into programs, services and workplace practices, and foster an environment inclusive of the Band's vision and values.

Additional Key Responsibilities

- **Strategic and community planning:** Lead implementation of the Comprehensive Community Plan (CCP) and organizational strategic plan. Align departmental work plans with Council priorities.
- **Executive leadership:** Lead the assigned Management Team with the CFO and COO, fostering a coordinated approach across departments.
- **Funding agreements and reporting:** Oversee negotiation, management and reporting on agreements with Indigenous Services Canada (ISC), CIRNAC, the Province and other funders. Pursue new funding and partnership opportunities.

- **Intergovernmental relations:** Where required and assigned by Council, represent the Nation at the administrative level with federal, provincial and municipal governments, tribal councils and neighbouring First Nations.
- **Rights, title and self-governance:** Support Council on matters of Aboriginal rights and title, treaty, reconciliation and self-governance initiatives, including coordination with legal counsel and technical advisors.
- **Economic development:** Work with the Development Corporation and Band-owned businesses to support economic growth, while keeping business and governance functions appropriately separated.
- **Community engagement and communication:** Ensure membership is informed through community meetings, newsletters and other channels. Support the General Assembly and annual reporting to members.

Key Joint Accountabilities

Strategic Development, Planning and Reporting

- **Planning processes:** Ensure strategic and annual planning processes are in place.
- **Reporting requirements:** Ensure financial and non-financial, quarterly and annual report to membership and any other reporting requirements are met on a timely and regular basis.
- **Strategic direction:** Take a proactive role in formulating future strategic objectives for Council input, discussion and decision-making, within budget and policy guidelines.
- **Results and efficiency:** Manage with optimum efficiency so that strategic initiatives and targeted results in the strategic plan are achieved on time and within approved budgets.
- **Organizational structure:** As approved by Council, authorize the establishment of departments and their budgets, organizational structures and staff positions within TteS Administration, and advise QHS, SCFA, SD#73 and related entities.
- **Networks and stakeholder relations:** Build, promote and maintain an extensive business and political network to support Band initiatives. Help Department Heads develop effective and innovative lobbying strategies that promote TteS interests.

Relationship Management

- **Council and board relations:** Develop and maintain an effective working relationship with Council and with Not-For-Profit Entity Boards and Advisory Committees.
- **Administrative and political separation:** Recognize, respect and maintain the separation between administrative and political protocols and procedures in directing and reporting.

Operational Management

- **Capacity development:** Analyze organizational reports and provide advice to Council on effective capacity development.
- **Project management:** Apply effective project management principles, work plans, budgets and human resource components to ensure key projects are completed efficiently and effectively.
- **Legal and insurance:** Liaise with legal and insurance professionals on behalf of TteS and apply effective risk management practices to minimize liability.

- **Delegation to staff:** Within overall policy and Council approval guidelines, delegate authority and responsibility to TteS Administration and direct reports to conduct business and negotiate in order to meet operational goals.

Leadership

- **Recruitment and retention:** Ensure fair recruitment and retention of skilled staff within the existing framework of Human Resources policies and procedures.
- **People development:** Develop staff capacity and provide opportunities for professional growth.

KEY POSITION TITLE EXCLUSIVE ACCOUNTABILITIES

Operational Oversight of “Not-for-Profit” or Member Service Functions

- Responsible for the fiscal management of the First Nation, including Sk’elep School, Education, Language & Culture and Museum, Policy and Corporate Risk, Le Estcwiwéy, Four Pillars, Tk’emlúps Healing House and Admin team (Admin staff, Events & Communications, Custodians etc.) as well as other departments that may be established or reorganized from time to time.

Additional Information

- Required to comply with all TteS laws, bylaws, policies, and procedures and to conduct self in accordance with these procedures.
- Leading and working collaboratively with the CFO & COO to ensure the quarterly and annual report is completed and sent out as required in the TteS FAL.

Professional Certification, Education and Experience:

- **Education:** A master's degree in Management or Business Administration is preferred, along with the Certified Aboriginal Professional Administrator (CAPA) designation.
- **Experience:** A minimum of five years of experience in a senior leadership role within a First Nation organization, including oversight of 10 or more departmental managers.
- **Professional standing:** A member in good standing with the relevant governing professional body.
- **Indigenous context:** Awareness of and experience with Indigenous history and the legal issues in Indigenous affairs, along with a wide network of resource contacts.
- **Taxation:** Knowledge of First Nations and non-First Nations taxation issues.

Financial Responsibility:

This position oversees a multi-million-dollar budget.

Conditions of Employment

- **Confidentiality:** The successful candidate must maintain the highest level of confidentiality on all matters relating to Kúkwpi7 (Chief) and Tkwenem7íple7 (Council), TteS members, staff, and TteS business and legal entities. The successful candidate will be required to sign an Oath of Confidentiality as a condition of employment.
- **Background checks:** Employment is conditional on a satisfactory Criminal Record Check and Vulnerable Sector Check, completed before the start date.

Supervision or Training Duties:

This position has several direct reports which may change based on organizational restructuring.

Skills and Abilities:

- Proven record of accomplishment in building sustainable enterprises in the Social/Community or Educational sectors.
- Proven and highly successful skills in strategic planning, management, and collaboration.
- Ability to work with political, corporate, and technical environments.
- Ability to maintain effective and collaborative relationships to meet the needs of the organization.
- Ability to provide strong leadership and clear direction to direct reports.
- Ability to inspire employees towards high levels of performance.
- Ability to manage a variety of projects within tight timelines.
- Ability to track project updates and actions using databases.
- Knowledgeable in Operational Change Management methods.
- Ability to lead in a trauma-informed approach.
- Ability to use digital tools and analyze data for reporting.
- Proven experience of successfully leading an organization consistent with the importance and responsibility of the position, with a personal commitment to organizational excellence, honesty, integrity, and a strong sense of ethics in all decisions and actions.
- Ability to protect the jurisdictional rights of the TteS while increasing capacity and exercising effective risk management.
- Ability and interest to become knowledgeable about Secwépemc language, customs, and traditions.
- Ability and willingness to travel and to work after hours if required.
- Must pass a criminal record check.
- The successful candidate must hold a valid BC Class 5 driver's licence (or equivalent) and have access to a reliable vehicle

Benefits:

- Extended health, dental, and vision
- 7.6% Registered Pension Plan (RPP) matching and Life insurance

HOURS OF WORK: Normal Day shifts – 7 hours. Non-normal shifts may be required.

PAY GRADE: Starting salary \$127,298.37.

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

Job posting is open until filled.

Submit Job Application Form, cover letter, resume, and references

online: <https://tkemlups.ca/employment/>

or at our Human Resources office #320 Chief Alex Thomas Way.

Office Hours are Monday to Friday 8:00 am to 4:00 pm &

closed for lunch from 12:00 pm to 1:00 pm

**We require each applicant to fill out
an online application form which can be found at: <https://tkemlups.ca/employment/>**

Any late submissions or submissions without the job application form will not be considered.