



EMPLOYMENT OPPORTUNITY

Title: Chief Administrative Officer

Reports to: Chief & Council

The CAO is responsible for the successful leadership and general management of the organization according to the vision, objectives and strategic direction set in conjunction with the governing body. This position will have numerous contacts with a wide variety of organisations, including all levels of government, non-government agencies and the general public.

Duties and responsibilities:

- Accountable for providing leadership on implementing the strategic direction of the SXFN with Chief and Council and Senior Managers.
- Negotiates with government representative on funding priorities, with the objective of receiving stable, long-term funding for SXFN from government and proponents.
- Leads and builds a strong team of managers and staff to deliver programs and services through collaboration and consultation
- Provides direction on specific projects or initiatives to enhance organizational efficiency and effectiveness for accounting systems, controls, policies and reports to provide meaningful financial reporting, planning, analysis, budgeting and forecasting.
- Coordinates the development of a vision and strategic plan with the governing body
- Establishes policies and procedures for the organization; regularly reviews and updates to meet legislative and operation changes, ensuring proper review by subject matter experts.
- Supports Chief and Council by preparing for meetings including organizing agendas, notifications, compiling documents and preparing packages
- Prepares a comprehensive annual budget with the senior management team
- Builds the structure that engages the members to provide input through focus groups, AGA and other initiatives from time to time

Qualifications:

- Knowledge and experience in human resources and financial management, governance procedures and the treaty process
- Knowledge of legislation on Federal Labour Code, Occupational Health and Safety, Privacy and Human Rights Code
- Knowledge of working with a First Nations community
- Degree in Public or Business Administration or a related field or proven combined experience in lieu of education

Skills and Abilities:

- Travel for meetings, workshops, etc.
- Required to work some non-standard hours. Overtime is required.
- Must be able to obtain and maintain a Criminal Record Check
- Must be able to obtain and maintain a valid BC Driver's License
- Must provide a vehicle in good operating condition and appropriate vehicle insurance
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Wage Range:

Based on experience

Open until filled

Please forward a cover letter and resume to: hr@sxfn.ca