

Kwkwwasut'inuxw Haxwa'mis First Nation is HIRING a - BAND MANAGER.

SEND YOUR RESUME TO: Tanya@khfn.ca

Deadline to Apply is April 30, 2024

A Welcome Message from Chief & Council

Gilakasla!

We would like to take this opportunity to extend a warm welcome to all of our fellow Kwkwwasut'inuxw Haxwa'mis members and guests visiting our Nation's website!

Here you will find information about the Kwkwwasut'inuxw Haxwa'mis First Nation and the opportunities that we are creating and pursuing as we exercise sovereignty over our traditional territory, as we have always done. In valuing our connections, we continue to respect and work with our traditional tribal group of the Musggamagw-Dzawadaenuxw, including our close neighbours the Dzawadaenuxw First Nation and the Gwawaenuk Tribe.

Our people have occupied our traditional territory on British Columbia's central coast since time immemorial. This beautiful place that we call home spans from Wakeman Sound to the pristine waters between Gilford Island and Village Island where the territory of the Mamalilikala begins. Within our ancestral territory we enjoy an abundance of natural resources and spectacular scenery. Our connection to our lands and resources defines who we are as people. As stewards of our territory and its resources, we embrace growth and development, but diligently work to move forward on the basis of sustainability. For us, this means that activities involving our lands and resources must be carried out in a manner consistent with our traditional teachings, principles and practices.

Overview:

Join a community of people who have made this area home for thousands of years. Resilient, committed, and forward-looking, Nation is seeking a Band Manager who can make real change with big impact. We are seeking a knowledgeable, collaborative, and proven leader to join their organization and help to build a sustainable future for generations to come. The successful candidate will have responsibility for overseeing both the day-to-day, and strategic operations of the community.

Responsibilities

The Band Manager is responsible for the overall implementation, management, supervision and evaluation of the organization's operational departments and programs, including Finance Operations, Maintenance, Human Resources, Education, Social Services, Health, Capital, Housing in accordance with the policies and standards set forth by the Chief and Council and the Kwkwwasut'inuxw Haxwa'mis First Nation . Specific responsibilities include, but are not limited to:

Leadership

- Participate with the Chief and Council in developing a vision and strategic plan to guide the organization forward
- Advise the Chief and Council on all aspects of the organization's activities; identifying, assessing, and informing on internal and external issues that affect the organization and recommending solutions
- Foster an effective, collaborative, and healthy working environment
- Represent the community during events and activities, to enhance the Kwikwasut'inuxw Haxwa'mis First Nation community profile
- Conduct official correspondence on behalf of the organization in collaboration with Chief and Council, as appropriate

Operations

- Develop and execute an operational plan which incorporates the goals and objectives that work towards the strategic direction of the organization, while ensuring that the operation of the organization meets the expectations of its community members, Chief and Council, and external funding agencies
- Oversee the review of existing policies on an annual basis and draft new policies and procedures as required for approval by the Chief and Council
- Ensure that personnel, client, donor, and volunteer files are securely stored and privacy/confidentiality is maintained
- Provide support to the Chief and Council by coordinating meeting agendas and supporting materials
- Establish collaborative working relationships with community groups, funders, government representatives, and other organizations to help achieve goals of the organization

Program Planning and Management

- Oversee planning, implementation and evaluation of the organization's programs, services, and special projects, while ensuring that they contribute to the organization's mission and that they reflect the priorities of Chief and Council
- Monitor the day-to-day delivery of the programs and services of the organization to maintain or improve quality

Human Resources Management

- Work with departmental directors and Human Resources to determine staffing requirements to support operations and effective program delivery
- Oversee the implementation of human resources policies, procedures, and practices in accordance with all appropriate legislation and regulations
- Coach, mentor, and empower direct reports and other team members as appropriate to improve performance
- Support recruitment processes, including interviewing and selecting staff when required

Financial Planning and Management

- Support senior management, staff, and the Chief and Council in the preparation of comprehensive organizational budgets and administer funds according to the approved budget
- Work with the Chief and Council to secure adequate funding for operations within the organization; research funding sources, write funding proposals and oversee the development of fundraising plans, participating in fundraising activities as appropriate
- Provide the Chief and Council with comprehensive, regular reporting on the financial position of the community, and economic development ventures

Risk Management

- Identify and minimize the liability to the organization's people (band members, clients, staff, management, volunteers), property, finances, goodwill, and image, and implement measures to control risks

Other

- Additional responsibilities as may be required by the organization and/or requested by the Chief and Council

Qualifications, Skills, and Experience

- Undergraduate degree in Business or Public Administration, Finance, Human Resources, First Nations
- Governance or Social Sciences combined with 8-10 years of related experience in a First Nations Community; or an equivalent combination of training and experience
- Effective leadership skills required to strategize, direct, develop, empower, and inspire staff combined with knowledge of leadership and management principles as they related to non-profit organization
- Demonstrated ability to manage a complex organization including project management, reporting, budgeting, financial management, human resources, and policy development
- Knowledge of federal and provincial/territorial legislation applicable to organizations and First Nation
- Communities; employment standards, human rights, occupational health and safety, charities, taxation, EI, health coverage
- Broad knowledge of First Nations Governance
- Knowledge of the Indian Act and the Truth and Reconciliation Commission (TRC)
- Knowledge of Generally Accepted Accounting Principles (GAAP) and financial management procedures
- Demonstrated willingness to be flexible, versatile, and tolerant in a changing work environment while maintaining effectiveness and efficiency
- Solid knowledge and understanding of ethical behavior, confidentiality, and business practices
- Sound judgment, diplomacy, and decision-making abilities

- Strong problem-solving and strategic thinking skills
- Excellent verbal and written communication skills combined with the ability to build and maintain collaborative relationships with a broad range of stakeholders

Success within the role and organization will require a collaborative, team-oriented and community-minded individual who can effectively incorporate the culture, values, and traditions of the Community with the strategies, visions, and goals of the organization. The Band Manager will have exceptional communication skills combined with an open and transparent approach to serving Kwikwasut'inuxw Haxwa'mis First Nation people in a way that incorporates the preferences and opinions of the Community, while continuously enhancing economic, social, and cultural development and awareness.

This position will require regular travel to Gilford Island, on a weekly basis. Preference will be given to those candidates who would be willing to relocate to the village.

Kwikwasut'inuxw Haxwa'mis First Nation is an equal opportunity employer and reserves the right to hire a qualified candidate of Indigenous descent if all other qualifications remain equal.

Qualified applicants are asked to submit their resume and cover citing "Band Manager – Kwikwasut'inuxw Haxwa'mis First Nation" in the subject line, no later than April 30, 2024. Resumes can be sent by email to Tanya@khfn.ca

We appreciate all expressed interest in this position; however only the candidates selected for interview will be contacted. No phone calls please.

Job Type: Full-time

Salary: \$100,000.00-\$130,000.00 per year

Schedule:

- Monday to Friday
- Weekends as needed

Work Location: Hybrid remote in Alert Bay, and Gilford Island, BC V0N 3J0

Expected start date: 2024-05-01