



# McLeod Lake Indian Band

General Delivery, McLeod Lake, BC V0J 2G0

Main Office (250) 750-4415 Fax: (250) 750-4420

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## Employment Opportunity

### INTERIM BAND ADMINISTRATOR/OPERATIONS MANAGER

Welcome to an incredible opportunity to join our vibrant community at McLeod Lak Indian Band as the Interim Band Administrator/Operations Manager. We take immense pride in our rich heritage as an extension of the Athapascan-speaking people of northern Canada. Formerly nomadic hunters, our ancestors thrived in the breathtaking landscapes, controlling the basins of the Parsnip and Finley Rivers, as well as the Peace River valley in British Columbia. Nestled on the fringes of the Rocky Mountains, we are known as the "People of the Rocks," embracing a deep connection to our surroundings.

Our commitment to preserving and celebrating our linguistic heritage is a key aspect of our identity.

#### **A word on Treaty:**

In 1987, the McLeod Lake Indian Band decided to join Treaty 8, a choice rooted in a vision for a shared and prosperous future. Negotiations with the British Columbia and Canada Governments commenced in 1992 and by the year 2000, we ratified an agreement, solidifying our place within Treaty 8.

Spanning approximately 108,000 square kilometers, our traditional territory reflects the vastness of our connection to the land. Today, McLeod Lake Tse'Khene is not only a beacon of cultural heritage but also a progressive and forward-thinking community that values growth, inclusivity, and collaboration.

- Location:** In-office at McLeod Lake, BC  
**Status:** Permanent, full-time  
**Schedule:** Monday to Friday, some weekends and evenings  
**Other:** some travel will be required

#### **Summary of the Position:**

Reporting to the Chief and Council the Interim Band Administrator/Operations Manager will provide administrative support to the current Band Administrator, until the current Band Administrator begins their leave. During the Band Manager's leave, the Interim Band Administrator/Operations Manager will assume responsibility for overseeing business development, band operations, and office management to ensure the smooth and efficient operation of the Band Office. The successful candidate will also foster communication and connections with community while providing leadership to a team of managers and employees.

Upon return of the Band Administrator, the Interim Band Administrator/Operations Manager will transition into the newly established role of Operations Manager. In this capacity, the Operations Manager will report to the Band Administrator, providing day to day support in all areas related to managing the Band Office.

## **Primary Responsibilities:**

### **Operations and Administrative Management**

- Assume the Band Administrator duties in the absence of the incumbent, ensuring the continuity of essential functions.
- Implement strategies to enhance operational efficiencies.
- Prepare letters and reports for Band Administrator review, contributing to effective communication within the organization.
- Manage crisis events with a strategic approach, referring to department heads as needed for resolution and mitigation.
- Fill in for other functional areas as required, demonstrating adaptability and versatility.
- Undertake any other related duties contributing to the overall efficiency and success of the Band Office operations.

### **Work with Council**

- Ensure effective communication with Council to successfully implement the Strategic Plan.
- Prepare comprehensive briefings and reports to facilitate informed decision-making.
- Assist Council in assembling third-party protocols, contributing to the establishment of clear and efficient procedural frameworks.

### **Policy Development and Implementation**

- Develop and draft a variety of policies for Council consideration.
- Implement and monitor approved policies and bylaws.

### **Financial Management**

- Oversee all aspects of financial management for the Nation.
- Take proactive measures based on audit, evaluation, and other objective performance information.
- Analyze financial and performance data to facilitate a comprehensive understanding of the nations' overall health and operational effectiveness.
- Manage costs by reviewing and approving expenditures and invoices.

### **Human Resources Management**

- Ensure staff compliance with established policies and standard practice instructions, providing guidance and support, as necessary.
- Foster trust and effective relationships with all employees.
- Role model effective, equitable, and inclusive internal communication.
- Mobilize and motivate teams, while removing barriers, to achieve objectives.

- Promote a commitment to excellence and a shared vision.
- Boost staff employee morale and encourage team building to build a cohesive productive team.
- Delegate responsibilities with a focus on developing the team.

#### **Program, Services and Activity Management**

- Establish standards for program and service delivery.
- Ensure appropriate expenditure of program funds and timely submission of reports to funding agencies.
- Evaluate the effectiveness of programs and their delivery.
- Collaborate with Chief, Council, and the community to identify community needs in regard to community activities.
- Formulate plans to address needs identified and implement actionable strategies.
- Participate in regularly scheduled community meetings and the Annual General Assembly.

#### **Building Relationships**

- Establish effective communication with Community Members, acting as a liaison to keep community members informed and updated on pertinent issues and activities.
- Attend and actively support community functions, fostering positive relationships and community cohesion.
- Collaborate with strategic alliances to fulfill administration objectives.
- Implement communication strategies for effective engagement with partners and external organizations.

#### **Qualifications:**

- Proficiency with and current experience in First Nations organizations, culture, management, and administration.
- Strong knowledge of Tse'khene culture and traditions.
- A bachelor's or master's degree in business administration, management, public administration or equivalent education.
- Extensive and current knowledge of corporate / government/First Nations management methods that include financial and human resources management, strategic planning, and policy development.
- Experience implementing strategic and operation plans.
- Highly developed communication and interpersonal skills with the ability to engage and listen.
- Able to forge strong relationships with a variety of employees, managers, Council Members as well as external partners.
- Working knowledge of government regulations for businesses.
- Strong computer skills including MS Office products as well as virtual communication tools.
- Exceptional oral and written English business communication skills.
- Strong leadership skills with the proven ability to build and lead a cohesive high performing team.
- Critical and conceptual thinking abilities.
- Valid Class 5 Driver's License.

## What we offer:

- Four (4) weeks annual vacation
- An additional paid time off during the festive season
- A generous registered pension plan
- A healthy extended benefit plan, including 10 sick days and 5 personal days per year
- Opportunities for professional learning, development and advancement

## How to apply:

Interested candidates are invited to submit the following to careers at [careers@jouta.com](mailto:careers@jouta.com) no later than Sunday, April 14, 2024, at 5:00 pm PST.

- A letter of interest, outlining how your previous experience and education would support this position.
- A most recent C.V.

The successful candidate must provide references, proof of education, and a clear vulnerable sector criminal records check. We encourage applicants to submit applications as soon as possible, as applicants will be reviewed on an ongoing basis. We thank all applicants for their interest; only those selected for an interview will be contacted.

***Persons of Indigenous ancestry will be given preference. s16(1) CHRA.***