

# Band Manager – Job Posting

## Gitsegukla Band

We are currently looking for an experienced professional to fill the role of Band Manager for our organization. This is an exciting opportunity to lead a team with significant capital projects on the go, which will help grow the Nation. Gitsegukla is located approximately 40 km southwest of Hazelton, BC, near the Kitseguecla and Skeena Rivers. We have a new Chief and Council who have a strong commitment to the development and progress of the Community, and are eager to get started on the important work ahead.

### Key Accountabilities and Scope:

The Band Manager is responsible for the management, administration and delivery of all Band programs and services in order to ensure that the needs of Gitsegukla Band Members are met in a reasonable, effective and efficient manner. Reporting to the Chief and Council, the Band Manager will oversee all operations of the Band, ensuring that all activities are conducted in a respectful and responsible way and that decisions and actions meet relevant legislation, policies and procedures.

The Band Manager is accountable for overseeing the delivery of all Band programs, including health, education, housing, social assistance, and administration. The Band Manager also acts as a liaison between other government agencies and departments (particularly that of Aboriginal Affairs and Northern Development Canada), private industry and any other individuals, groups or agencies operating in the community. The Band Manager must provide records and documents to the relevant governments and agencies, when requested. He/she must also ensure that all business and operations are conducted in a responsible and ethical way.

General areas of responsibility include:

- **Strategic and Operational Band Management** - Provides leadership in developing organizational strategic and operational plans under the direction of Chief and Council.
- **Financial Operations Management** - Oversees and supervises all financial operations of the Band including budgeting, accounts payable, accounts receivable, and payroll.
- **Program and Service Delivery Management** - Oversees program delivery in all areas, including health, education, housing, social assistance, and administration.
- **Coordination of Community Development Activities** - Maintains an open, equitable and service oriented relationship between the community and the Band administration. Assists in the development, coordination and implementation of the comprehensive community plan (CCP).
- **Band Council Support and Administration** - Ensures that all Band Council business is conducted within relevant legislation, policies and procedures. Facilitates the exchange of information between Band Council and Band Members. Conveys Council decisions to the public.
- **Human Resource Management** - Manages staff in accordance with Band standards and performance expectations. Promotes and provides for a positive working environment aligned with the culture and values of the Gitsegukla First Nation and broadly within the values of the Gitxsan Nation.

**Experience and Education Requirements:**

- 5+ years of related experience, ideally in a management role for a First Nations organization, with responsibility for the following areas:
  - Financial management
  - Budgeting
  - Human resources management
  - Program management and delivery
  - Program evaluation
- Knowledge of key issues, legislation, policies, and procedures relating to First Nations administration.
- Ability to manage First Nations resources, including people, materials, assets, and money.
- Strong team leadership and management skills.
- Strong financial and operations management skills.
- Working knowledge of public sector accounting standards (PSAS).
- Ability to establish good working relationships, both internally and with external stakeholders.
- Ability to manage conflict using sound judgement.
- Effective written communications skills, including the ability to prepare reports, policies, and Band Council documents.
- Possesses cultural awareness and sensitivity.
- Demonstrates a dedication to the role and to the Gitsegukla Community.
- Post-secondary education in business, finance, Aboriginal studies, or other related field is preferred.
- Pursuant to section 16 of the Canadian Human Rights Act, preference may be given to applicants of Aboriginal Ancestry and/or local Aboriginal Ancestry.

If you're an experienced manager with the ability to effectively lead a team while making a positive impact on the Community, then this is an exciting opportunity worth exploring. This role will appeal to a progressive professional with exceptional business acumen, communication and interpersonal skills.

**If you are interested in applying for this exciting opportunity, please forward your resume and cover letter to:**

**Gitseguklajobs@mnp.ca by September 14, 2015**