



Alexis Creek First Nation

Band Manager Employment Position Posting

Date Posted: December 21, 2017

The community of Alexis Creek First Nation (Tsideldel) is seeking to fill the position of Band Manager. Reporting directly to the Chief and Council, the Alexis Creek First Nation Band Manager will be responsible for the administering and overseeing of all band programs and will ensure programs are within budget. The Band Manager will ensure that all operations are conducted in a respectful and responsible way, ensuring that all decisions and actions meet the relevant legislation, policies and procedures. Primarily responsible for the management of all staff and departments, planning, conflict resolution, as well as acting as the liaison between community, staff and Chief and Council.

The Band Manager also acts a liaison between other government agencies and departments, private industry business and any other individuals, groups or agencies operating in the community.

Job duties include, but not limited to:

- Provide overall leadership to manage the Band in the best interests of Council and members;
- Work with Department Managers in administering the Band's day-to-day program delivery and services in accordance with the annual plan and budget approved by the Band;
- Strong human resource skills and an ability to manage, supervise and provide support to staff in delivering programs/services;
- Oversee the financial controls including, budgeting process, budget administration, financial reporting, audit and funding agreement administration;
- Maintain and implement all policies and procedures with operational guidelines relating to the services and practices to ensure accountability, transparency and integrity;
- Develop and maintain a positive working relationship with all governmental departments, other First Nation communities and any other agencies whose activities may have an impact on the Alexis Creek First Nation, its programs and services;
- Attend community meetings to address concerns of the members and to respond to concerns, issues and requests of Chief and Council;
- Ability to write funding proposals, preparation of reports and correspondence;
- Ensure the effective procurement and allocation of the financial, human and other resources required by the Band to implement and achieve its strategic plan;
- Perform other duties and requested by the Alexis Creek First Nation Council

Applicants must have a university degree in business or public administration, operations management or other related field; or an equivalent combination of education, training and experience (4 – 5 Years) Salary will commensurate with experience and qualification.

Deadline: Until suitable candidate is chosen

Submit a cover letter and resume in confidence to: Nicole Setah, Executive Assistant
execassistant@tsideldel.org, by fax to (250) 481-1197 or by mail to:

Alexis Creek First Nation Attention:
Executive Assistant
PO Box 69, Chilanko Forks, B.C. VOL 1HO

We sincerely appreciate all applicants for their application, however, only those selected for an interview will be contacted.