



Shxw'owhámél First Nation

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EMPLOYMENT OPPORTUNITY

'CHIEF ADMINISTRATIVE OFFICER'

Posting Date: September 24 2019

Open until: position filled

1. ABOUT SHXW'OWHÁMÉL FIRST NATION

Shxw'owhámél First Nation ("**SFN**") is Halq'eméylem-speaking Coast Salish people of the Stó:lō Nation and the Tiy't Tribe. SFN's traditional territory, *S'ólh Téméxw*, extends north to Mount Douglas, east to the Coquihalla summits, south to the border between Canada and the United States, and west through Chilliwack and Agassiz to the western reaches of Harrison Lake. "Shxw'owhámél" traditionally means "where the river levels and widens", which refers to the Fraser River area around Shxw'owhámél's territory, near Hope, BC. We are a community of 200 members with approximately 100 people living on our main reserve: SFN (Ohamil) I.R #1.

SFN is a band under the *Indian Act* (Canada) and is an "aboriginal peoples of Canada" within the meaning of s. 35 of the *Constitution Act, 1982*. SFN has a "Si:yam" system of governance, which gives all families in the community equal representation on what is called the Si:yam Council. The Si:yam Council makes decisions and sets policies for SFN and ensures that SFN's programs and services promote SFN traditional values

Over the years, SFN's community has re-emerged from the threats posed by colonialism, small pox, loss of land, and residential schools. In the early 1970s, SFN had approximately 40 members. Currently, SFN has nearly 200 members and is in the midst of an exciting period of ongoing economic and community development and expansion, bringing enhanced services, housing, employment and other opportunities to its members and surrounding community. Currently, SFN provides or administers services for its

members in the following areas:

- Culture & Recreation
- Housing & Infrastructure
- Medical and Social Services
- Public Works
- Lands & Resources
- Economic & Community Development

We are looking for an enthusiastic, results-driven and experienced Chief Administrative Officer (“**CAO**”) to oversee and administer all of SFN’s operations and services.

2. CAO JOB BRIEF

SFN’s CAO is responsible for developing and advancing SFN’s strategic plan and administering its day-to-day operations. The CAO provides oversight and management for all of SFN’s programs, projects and services, with the authority and responsibility to oversee all of its administrative, operational, fiscal and risk management functions.

The CAO is a dedicated and resilient manager of people and business resources, who understands the importance of setting and meeting commitments and deadlines; communicates with, and delegates effectively and respectfully to, staff and other internal and external stakeholders; and achieves strong results in a collaborative and diplomatic manner to foster positive long-term relationships and outcomes.

As the senior manager in charge of SFN’s day-to-day operations, the CAO focuses on and advances SFN’s broader visions and ambitions while continually evaluating, revising, developing and implementing policies, programs and procedures for effective and efficient operations on a daily basis. The CAO is required to maintain a dialogue with Si:yam Council and keep it updated regularly regarding its operations, programs and initiatives and to contribute to SFN’s long-term vision and success.

Attention to detail, strong interpersonal skills and demonstrated experience with and a commitment to advancing the welfare and interests of First Nations are required attributes for this role.

3. POSITION DUTIES AND RESPONSIBILITIES

The CAO’s specific duties and responsibilities include, without limitation:

- overseeing and managing programs and services for SFN members, within the approved SFN Vision Framework and Development Plan, and ensuring their equitable and effective distribution to SFN members;
- directing and overseeing SFN’s overall administrative operations within SFN programs and

services;

- supervising/directing SFN management staff and ensuring proactive and effective management training and mentorship are implemented on a regular and ongoing basis;
- reporting to Si:yam Council regarding SFN programs, services and objectives and administrative operations on a regular basis;
- conducting and/or directing periodic and annual planning, budgeting, tax administration and programming activities within applicable guidelines;
- continually evaluating SFN's operations and conducting regular internal organizational evaluations for efficiency and effectiveness;
- monitoring and budgeting SFN's cash flow and ensuring periodic reporting to Si:yam Council, as necessary or directed;
- engaging and negotiating with various federal and provincial agencies and departments, other First Nations and other community and business stakeholders;
- working with Si:yam Council to ensure accountable, transparent and effective decision-making in a timely manner;
- ensuring that SFN maintains a positive image in the community through direct engagement with SFN members and public relations programs, including personal contact, public speaking and literature development; and
- such other duties and offices as directed by Si:yam Council from time to time.

4. REQUIREMENTS

- proven experience as senior manager with First Nations organizations, including as Chief Administrative Officer, Band Manager or similar leadership role;
- an understanding of First Nations' history and culture, particularly of the Stó:lō and/or Coast Salish peoples;
- proven experience with and a comprehensive understanding of business and leadership functions (HR, finance etc.);
- demonstrated ability to effectively plan for and manage budgets, finances, economic development and change, both short and long term, and especially in First Nations context;
- understanding of relevant laws and regulations applicable to First Nations organizations;
- strong working knowledge of and experience with the funding and other programs, regulations and procedures of Indigenous Services Canada, as well as other federal and provincial

government departments;

- proficiency in MS Office and databases;
- outstanding communication and interpersonal skills;
- excellent organizational, time and stress-management and leaderships skills;
- BSc/BA in business administration or relevant field- MSc/MA is an asset; and
- valid, unrestricted BC driver's license.

5. WORKING CONDITIONS AND COMPENSATION

- full-time workplace at SFN's administrative building in SFN's beautiful traditional territory, outside of Hope, BC;
- required to effectively manage and balance a variable and engaging day-to-day case load;
- local and provincial travel will occur regularly; national and international travel will occur occasionally;
- competitive salary, according to experience, plus use of SFN vehicle and smartphone;
- Other benefits as may be negotiated.

6. HOW TO APPLY

If you are interested in this exciting opportunity to work with leadership of a strong and vibrant First Nation, please submit your resume and cover letter by email to:

shane.james@shxwowhamel.ca or contact the office at 604-869-2627

While SFN appreciates all expressions of interest via an application for the Chief Administrative Officer position, only those candidates who have been selected to proceed with the application and interview process will be contacted.