



## ADAMS LAKE INDIAN BAND

### EMPLOYMENT OPPORTUNITY

<b>POSITION TITLE:</b>	<b>EXECUTIVE DIRECTOR</b>
<b>TYPE OF APPOINTMENT:</b>	Permanent
<b>EMPLOYMENT STATUS:</b>	Full-time (40 hours per week), with comprehensive benefits.
<b>SALARY:</b>	\$95,000 - \$125,000, based on demonstrated skills, abilities, and related work experience.
<b>CLOSING DATE:</b>	FRIDAY, JANUARY 12, 2018
<b>INTERVIEW DATES:</b>	JANUARY 29 - JANUARY 31, 2018

#### ***An organization that truly serves its community***

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The Adams Lake Indian Band (ALIB) belongs to the Secwepemc Nation and is a member of the Shuswap Nation Tribal Council (SNTC), which consist of nine Secwepemc Bands. There are seven reserve parcels attached to the ALIB. In addition, there are two large member resident communities—one just minutes from downtown Salmon Arm, and the other located in the heart of Chase, British Columbia.

Chase is the western gateway to the natural splendor of the Shuswap region. Situated on the western shore of Little Shuswap Lake in the mountainous eastern region of the South Thompson River Valley that empties into the South Thompson River, the area is one of the most important sockeye salmon breeding areas in North-America. Excavations of Secwepemc villages on the river have shown a long tradition of habitation and salmon fishing in the area.

The Shuswap region extends along 889 miles of shoreline and lakeshore communities, and offers recreational activities year-round—sailing, boating, golfing, swimming, and white-water rafting in the summer, and winter sports at your doorstep in the Monashee Mountains and neighbouring ski resorts. With warm summers and mild winters, an affordable housing market and an attractive lifestyle, Chase is a destination of choice.

The ALIB is involved with the implementation of multiple strategic initiatives within its territory and provides comprehensive services to its members and communities; including, a conference and fully equipped recreation centre, a licensed day-care facility, and one of the few immersion schools in Canada, the Chief Atahm School. Today, hundreds of children have been immersed in the Secwepemc language and culture, and have contributed to the revival of the Secwepemc language.

## ***Position Description***

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Under the direction of Chief and Council, the Executive Director will be responsible for the leadership and management of the organization, in accordance with strategic directions, vision, mission and values. This position will be responsible for developing and implementing the strategic plan of the organization, oversee the administration, operations and financial management of programs and services.

## ***Education and Experience***

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- A degree in Business Administration, Public Administration, Commerce or related discipline.
- Five years of business, senior management and/or public administration experience.
- A working knowledge of the Indian Act, including relevant legislation and policies related to Indigenous People.
- Extensive knowledge of Indigenous Nations governance and relations with the provincial and federal governments.
- Demonstrated knowledge of and respect for Secwepemc history, tradition and language.
- Formal supervisory training is an asset.

## ***Requirements***

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- Must be available in person, within a one-hour response time to address emergency or crisis situations.
- Principled and ethical leadership.
- Comprehensive understanding of Indigenous issues and practices with the understanding of the lasting effects of colonization and residential school experiences on Indigenous People.
- Superior oral and written communication skills.
- Strong presentation skills and the ability to build strong working relationships and networks of support and collaboration.
- Well-developed interpersonal skills with a high degree of emotional intelligence.
- Superior engagement, relationship building, and conflict resolution skills.
- Strong management, team building, coaching and mentoring skills.
- Extensive project management experience, including the development and completion of capital projects.
- Extensive working knowledge of Financial Administrative Law and the Generally Accepted Accounting Principles (GAAP), financial management, and public administration.
- Advanced skills with the Microsoft Office Suite—Word, Excel, PowerPoint, Access.
- Available in person, within a one-hour response time to address emergency or crisis situations.
- Must be fluent in English.
- Criminal Records Check.
- Valid Class 5 Driver's License.

### ***Scope of Communication and Interactions***

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- Direct and frequent contact with Chief and Council.
- Direct and frequent contact with community members.
- Direct and regular contact at the Director level with municipal, provincial and federal government representatives, funding agencies, and partners.
- Business and industry contact at the senior executive level as required.

### ***Level of Authority***

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- Strategic direction provided by the ALIB Chief and Council.
- Extensive decision making authority on implementation of strategic and tactical plans.
- Independent decision making on tasks and activities to be accomplished.

### ***Overall Responsibilities***

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- Directs and supervises a dynamic administrative team of 10+ Managers working cooperatively in the service of the membership and Chief and Council.
- Plans and delivers operational results as directed by ALIB's Council and guided by the Comprehensive Community Strategic Plan.
- Provides leadership, strategic planning and oversight for the effective operations of the Band office, including directing and guiding departmental teams.
- Prepares Chief and Council for governance tables.
- Advises on policy development and implements policies and procedures.
- Manages large operational and capital projects.
- Establishes and monitors transparent and responsive processes and practices.
- Develops inclusive approaches that build trust and confidence, that motivate and inspire, and that promote Secwepemc values.
- Hires and manages ALIB employees and is the employees' link to ALIB's Chief and Council.

### ***Specific Duties and Responsibilities***

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- Plans, delivers, and reports on operational results as directed by Chief and Council.
- Ensures the development of comprehensive and departmental budgets and adherence to fiscal responsibility.
- Monitors and controls budgets and expenditures, and reports to the ALIB Council on financial activity.
- Advises, informs, and liaises with the ALIB Council and its communities.
- Reports to government departments and agencies as required regarding social services, education, programs, capital projects and other ALIB initiatives.
- Develops and maintains working relationships with governments, agencies, businesses and industry.
- Develops and maintains working relationships with the ALIB membership and others.

- Develops and maintains a system of records and archives.
- Interprets and directs adherence to applicable legislation, regulations, and agreements, such as lands, resources, taxes, and real-estate.
- Oversees the management of human resources for ALIB employees as required.
- Attracts, motivates and retains qualified personnel.
- Addresses the need for staff orientation, training, and development and supports employees' professional development within the scope of available resources.
- Supervises, directs, and evaluates reporting managers.
- Develops performance and training plans to ensure the growth and development of ALIB employees.
- Oversees the acquisition of funding sources, the development of project plans and reporting submissions to the membership, Chief and Council, governments and funding agencies.
- Identifies and evaluates liability and risks to the organization and implements appropriate controls to prevent and/or minimize impact.
- Organizes, conducts meetings, communicates, and provides linkage to the ALIB Council.
- Oversees financial management as determined by the Financial Administration Law; including, budget development and forecasting, cost accounting and reconciliations, budget administration, financial reporting, audit and funding agreement administration.
- Ensures the health and safety of ALIB employees.
- Implements decisions and responds to change initiatives as determined by Chief and Council.

### ***Application Process***

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Please submit a detailed résumé and a cover letter highlighting your suitability for the position by email at [carole@mybandmanager.ca](mailto:carole@mybandmanager.ca). Only applicants short-listed for an interview will be contacted.

For further information about the Adams Lake Band, please visit our website:  
<http://adamslakeband.org/>

Kukstemc—Thank you for interest in the Adams Lake Band.