

Job Posting: Nuxalk Administration Director

Last Updated Wednesday, 18 August 2010

deadline: September 10, 2010

Nuxalk Administration Director

Application deadline: September 10, 2010

The Nuxalk Nation is seeking an experienced senior public administrator with First Nations administration experience to become the Nuxalk Administration Director (previously Nuxalk Band Manager). Leading an administration staff of 72, the Nuxalk Administration Director manages the Nation's finances, social service and capacity-building programs, housing and civil infrastructure, and administrative services for the Nation's fisheries, forestry, and other community development initiatives.

Working collaboratively with Nuxalk Nation Council, the Nuxalk Directors of Education and Economic Independence, community leaders, and other stakeholders, the incoming Nuxalk Administration Director will have a unique opportunity to play a vital leadership role in bringing lasting transformative change and long-term sustainability to the Nuxalk community.

Key responsibilities of the Nuxalk Administration Director include:

- Preparing the Nation's annual operating plan and operating budget, including interim plan and budget updates,

for Nuxalk Nation Council's review and approval;

- Managing the Nation's finances including preparing, submitting, and negotiating funding applications, regular and ad hoc reporting to Nuxalk Nation Council on the Nation's finances, and prudently managing the use of funds within approved operating plans, operating budgets, and as directed by Council;
- Planning, developing, arranging financing, implementing, and maintaining the Nation's health and welfare programs, job training and capacity building programs, and other social service and community development programs;
- Planning, developing, arranging financing, constructing, and maintaining the Nation's housing inventory, civil infrastructure, and other significant capital assets owned or managed by the Nation;
- Hiring, training, supervising, setting performance standards, and evaluating all permanent, seasonal, and temporary employees of Nuxalk Administration;
- Maintaining a first-class and respectful level of service and accountability within Nuxalk Administration in all its dealings with members of the Nuxalk Nation and the Nation's neighbours in Bella Coola Valley and on the Central Coast;
- Maintaining effective collaborative relationships with Nuxalk Nation Hereditary Leadership and the Nation's Elders;
- Reporting to the Nuxalk community on a regular basis via community meetings facilitated by the Nuxalk Administration Director, community flyers, and the Nuxalk Nation website;
- Regular and ad hoc reporting, written and in-person, to the Nuxalk Nation Council on Nuxalk Administration activities, program delivery outcomes, capital projects, by-law enforcement, and all other matters of substance pertaining to the day-to-day operations of the Nation and the community.

The Nuxalk Administration Director position is based in Bella Coola, BC. The Nuxalk Administration Director reports formally and informally to Nuxalk Nation Council.

The successful candidate for Nuxalk Administration Director will be offered a contract for a four year initial term with renewal provisions. A highly competitive compensation package will be provided, commensurate with work experience, training, and education credentials. Relocation, housing, and other allowances will be negotiated as part of the compensation package.

To be considered for the position of Nuxalk Administration Director, applicants must have five years demonstrated experience working at a managerial level in public administration, including two years experience working in a First Nations administrative environment or Aboriginal community. Applicants must be university or college graduates or have equivalent education credentials and must demonstrate superior written and verbal communication skills. As provided for in Sections 41 and 42 of the BC Human Rights Code, preference will be given to applicants of Aboriginal descent.

Applicants must include detailed employment history, educational history, no less than three current professional references, and a statement from the applicant supporting his or her application to become the Nuxalk Administration Director.

Deadline for submission of applications for the position of Nuxalk Administration Director is September 10, 2010.

Please submit applications in complete confidence to ChiefCouncil (at) NuxalkNation.org .

For more information on the Nuxalk Nation, the Nuxalk people, and the Central Coast region, please visit <http://www.nuxalknation.org>