



Tl'azt'en Nation
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**Tl'azt'en Nation
Administration**

Executive Director
Full Time Contract | Open until Filled
October 2020

Executive Director

Tl'azt'en Nation seeks a full time Executive Director to oversee and be responsible for the effective and efficient operation of Tl'azt'en Nation Administration and Operations. The Executive Director reports to Tl'azt'en Nation Chief & Council.

Overall responsibilities include:

- Shall act as liaison between Tl'azt'en Nation Departments and Tl'azt'en Nation Chief and Council.
- Providing collaborative leadership, guidance, oversight & supervision to Department Managers and Staff.
- Fiscal Responsibility including budgets and monitoring financial activities.
- Maintaining relationships and liaising with Government agencies.
- Developing, implementing, and monitoring strategic plans and approved Department Work plans.
- Pursuing economic opportunities.
- Informing and advising Chief & Council of financial plans and results, legislative changes, human resource changes, legal and statutory obligations.
- Researching, developing, implementing, and monitoring organizational policies and procedures.
- Develops proposals, funding and reporting for program opportunities.
- Oversee Department HR needs for all programs and services.
- Provides ongoing communication to Tl'azt'en Nation membership.
- Work collaboratively with Department Directors to establish Nation objectives and formulate new client community service programs and policies
- Work with Department Directors and the Finance Director to effectively manage and administer Tl'azt'en Nation finances in accordance with established Financial Administration policies, procedures and budgets
- Experience working with First Nations would be an asset

Qualifications:

- The successful candidate will have a Degree in Business Administration and/or
- an acceptable combination of education, training, and experience.
- The successful candidate should have a minimum of 10 years experience in a Senior Administrative role.
- Experience working with First Nations in a culturally appropriate manner
- Liaising with government agencies (ISC, FNHA, etc) on program funding agreements • Negotiation and conflict resolution skills and experience an asset.
- Drivers License and own vehicle an asset.

Salary is negotiable based on qualifications. Tl'azt'en Nation offers an excellent benefit package including medical, dental and pension.

Email Cover letter & Resume to Careers@tlazten.bc.ca

We thank everyone for their interest, but only shortlisted candidates will be contacted for interviews. No phone calls please.