



GITXAALA NATION

PO Box 149 11 Ocean Drive Kitkatla, BC V0V 1C0 Phone 250.848.2214 Fax 250.848.2238

Gitxaala Nation is seeking a superior performer to come in on a temporary basis as the **Band Administrator**. Gitxaala Governing Council is looking for a dynamic, energetic professional experienced in First Nation administration who is confident and self-motivated.

Gitxaala, also known as Git Lax M'oon, people of the saltwater are one of the most ancient societies on the coast. The village of Lach Klan (Kitkatla, BC) has been continuously inhabited since time immemorial. Gitxaala citizens, currently numbering 1992. The village of Gitxaala is isolated and accessible by seaplane and ferry. Transportation is available, housing, elementary and high school, and a local eatery. We are looking for an Administrator to provide leadership in strategic planning, advise on policy and implement work plans. You will also oversee and be responsible for the operations of Gitxaala. Successful candidate must have an acceptable combination of education, training and experience.

Education

The successful candidate may have a master's degree in business administration and/or other related certificates including; Certificate in Public Administration and/or a bachelor's degree with a specialization in commerce.

Experience

Experience in senior-level public administration, including core areas such as capital spending, health, education, social development and finance

- At least four years' experience in a senior administrative role, including core areas such as capital spending, health, housing, education, social development and finance
- Experience working with First Nations
- Experience working with, and liaising between, governments
- Experience in negotiation
- Experience in conflict resolution

Knowledge

- Knowledge of relevant legislation, policies and procedures related to:
 - programs,
 - human resources,
 - operations, and
 - finances
- Sound knowledge of financial accounting principles and practices
- Thorough knowledge of computer programs
- Sound knowledge of the social and economic issues facing First Nations
- Thorough knowledge of all federal, provincial and other funding sources
- Knowledge of planning processes
- Knowledge of contract and civil law

Please submit resumes and current references in confidence to the attention of:

Angela Ridley, Payroll Clerk

Email: payroll@gitxaalanation.com

This is a temporary position and the job will be posted until filled.