

We Wai Kai Nation  
Employment Opportunity  
Band Administrator



The We Wai Kai Nation is currently inviting applications/resumes for the position of Band Administrator. The Nation is seeking a self-motivated, professional and energetic Band Administrator to lead a team of professional staff serving We Wai Kai Nation. The position is a full time permanent position located in Campbell River, B.C. The Band Administrator reports directly to the elected Chief and Council and is responsible for overseeing all band programs, budgets and employees. The Band Administrator also acts as a liaison between the community and the Council, with Government departments, industry partners and other agencies.

Qualifications:

- A degree in business or public administration or equivalent combination of education training and experience.
- Minimum of 5 years previous management/supervisory experience, preferably in a First Nation Environment.
- Experience in preparing and managing budgets.
- Ability to produce and analyze policies.
- Excellent Verbal and written communication skills.
- Clear Criminal Record check.

Salary and Benefits:

Salary will be commensurate with education, experience and qualifications of the selected candidate. A comprehensive employee benefit package is available.

Please submit application/ resume to:

**Derek Lamb**  
derek@cncpa.ca  
980 Alder Street  
Campbell River, BC  
V9W 2P9  
Fax: (250)286-1067

The closing date for applications is March 9, 2018 at 4:00 pm  
Thank you to all that apply but only those short listed will be contacted.