

**WeWaiKai Nation**  
**690 Headstart Crescent**  
**Campbell River, BC**  
**V9H 1P9**



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July 22, 2020

## **Job Posting**

### **Chief Administrative Officer**

We Wai Kai Nation is seeking a Chief Administrative Officer to oversee the administration, delivery, and management of all Band programs / services relating to the We Wai Kai Band Members. Located in Campbell River, the CAO will work under the direction of the Chief and Council and will ensure that all Band activities are conducted in a responsible way and that decisions and actions meet all relevant laws, legislation, policies, and procedures. The Band programs and services include all aspects of health, education, housing, and social assistance. The We Wai Kai Nation consists of two separate communities, with roughly 450 people in each. With its low cost of living, spectacular scenery, and activities like salmon fishing and golf at your door step, this is a fantastic opportunity for someone who's looking for a rural and relaxed lifestyle, while also making a significant contribution to the lives of the We Wai Kai Nation.

#### **General Duties include:**

- Strategic and Operational Band Management
- Program and Service Delivery Management
- Coordination of Economic Development Activities
- Band Council Support and Administration
- Human Resource Management

#### **Qualifications**

- Post-secondary education in business, finance, Aboriginal studies, or a similar field is preferred

- 5+ years of related experience, ideally in a management role for a First Nations organization, with responsibility for Human Resources Management, Program Management and Delivery, and Program Evaluation
- Knowledge of key issues, legislation, policies, and procedures relating to First Nations administration
- Ability to manage First Nations resources, including people, materials, assets and finances
- Strong team leadership and management skills
- Strong financial and operations management skills
- Working knowledge of public sector accounting standards (PSAS)
- Possess cultural awareness and sensitivity
- Ability to establish and maintain professional relationships, both internally and with external stakeholders

### **How to Apply**

All applicants must have legal permission to work in Canada and require a valid Work Permit and Social Insurance Number.

For further information and to apply for this position, please submit your cover letter, resume and related materials to [aaherne@recruitinginmotion.com](mailto:aaherne@recruitinginmotion.com) and state the title of the position in the subject line of your e-mail.

We thank all applicants for their interest, however only those under consideration for the role will be contacted.