



Klahoose First Nation

Occupying traditional territories that span from Cortes Island to Toba Inlet, Klahoose First Nation has existed since time before memory. Our primary village site, Squirrel Cove, is home to approximately seventy-five full-time residents who live and work on Cortes Island and in the surrounding areas. The remaining three hundred and nine members reside off reserve in areas such as coastal communities, the lower mainland and in Washington State, etc.

The Klahoose First Nations has been developing their resources and the strategic plan of the Nation over the years. In addition, our Administrator with over a decade of tenure will be retiring at the end of 2022. With this, we will be posting three leadership roles to move the Nation forward and are interested in speaking with candidates who will live on Cortes Island. These positions are Infrastructure Manager, Finance Manager and Administrator for the Nation.

Job Posting: Administrator
Full Time, 32 hours per week, on Cortes Island, BC

About The Position

The Administrator is responsible for the day-to-day administration and management of the Klahoose First Nation working closely with Chief and Council.

Responsibilities

Leadership

- Provide leadership and mentorship to the management team, including recruitment and selection, training, and performance management.
- Work closely with Chief and Council to ensure financial administration meets the needs of Klahoose First Nations.
- Oversee the implementation of the strategic plan to meet the needs of the operational requirement of the Nation. Report to Chief and Council against identified gaps and successes.
- Develop and make recommendation of policies revisions for review by council.
- Assess and plan with department managers for staffing budgets and annual workplans for all departments.
- Assign and oversee duties to employees, contractors or agents of the Nation and ensure duties are carried out properly.
- Ensure employees practices and all appropriate procedures are following agreed upon standards.



Klahoose First Nation

Staff Coordination/ HR Management

- Strengthen internal communication with staff at all levels throughout the organization, creating a positive and supportive work environment.
- Maintain current position descriptions for all staff.
- Plan annual and seasonal workforce requirements to secure funding for students and seasonal staff.

Budget and Administration

- Establish operational strategies and development of administration annual work plan and budget.
- Oversee daily operational and administrative practices, following procedures, protocol and priorities.
- Ensure annual program plans and budgets are forwarded to Chief & Council for consideration and direction.
- Ensure records are kept and maintained in a filing system.
- Identify, assess, monitor and report on financial reporting risks and risk of fraud.
- Monitor and report on the effectiveness of mitigating controls for the risks referred above, taking into consideration the cost of implementing those controls.
- Ensure proper administrative procedures are followed for implementation of program plans and budgets approved by Chief and Council.
- Monitor program and facility management, ensuring all required regulations are met.
- Provide Chief and Council status updates of various programs and other information regarding the business.
- Work within the legal framework of this position, to carry out activities specified by council.

Contracts and Funding

- Lead and identify funding opportunities and ensure contracts are complete and in compliance with funding guidelines.
- Authorize funding proposals submitted by departments in a timely manner to ensure access all opportunities.
- Ensure all reporting is completed within required timeframes.

Indian Registry

- Administer requests for transfers through marriage or close ties through family members.
- Provide status requests to ISC.
- Administer status cards.



Klahoose First Nation

What You Bring

Education and Work Experience:

- Post secondary education in Business or Public Administration or related field.
- Minimum 5 years experience in a Senior Administration position, with exposure to building a strategic plan and budget.
- Understanding of First Nations Community genealogy, traditions, culture and history, relevant policies and programs
- Adept proposal writing, budgeting, reporting and networking abilities.
- Able to work as a problem solver, with strong conflict resolution, negotiations and mediation skills.

Knowledge, Skills and Abilities:

- Working knowledge of Federal and BC government systems and business administration, First Nations Housing policies, BC Childcare regulations and education framework, along with understanding of the aboriginal culture.
- Experience in human resources management practises, including Canada Labour Code, Labour Standards, WorkSafe BC guidelines and policies, etc.
- Self motivation with strong interpersonal and communication skills.
- Effective interpersonal and organizational skills and the ability to maintain effective working relationships.
- Ability to handle confidential information with tact and discretion.
- Working knowledge of budgeting, funding and grant administration, record keeping and bookkeeping/accounting procedures.
- Negotiation skills to develop partnerships and contracts with other agencies and industry.
- Demonstrated ability to work effectively, both independently and as part of a team.
- Intermediate skills using a variety of computerized software packages such as Microsoft Office Suite (e.g., Excel, PowerPoint), related databases and Internet.
- Valid driver's license, insurance & reliable transportation.
- Up to date record of immunizations & tuberculosis.
- Comply to Criminal Record Check, Vulnerable Sector and may be subject to Drug and Alcohol testing.



Klahoose First Nation

What We Offer

A flexible work schedule, 32 hours per week, Monday to Thursday or as needed. We offer a competitive salary and benefits plan, plus expenses for cell phone and monthly ferry allowance.

Annually as a Manager, vacation and paid time off is summarized in the chart below, which will be prorated for 2022:

Vacation Pay	10 days: 2 weeks vacation after 1 year in the position
Christmas Holiday Season Closure	10 paid days: The administration offices is closed for 2 weeks in December and employees will be paid their full salary during this time.
Cultural Day	6 days: Employees who are Aboriginal (as per the Canada Labour Code) and who have completed three consecutive months of continuous employment are entitled to six (6) days of paid leave to engage in traditional Aboriginal practices including fishing, hunting, harvesting, and other practices prescribed by regulation. Food fish processing and tribal journeys are eligible for this leave.
Managers Days	24 days per full year of employment: (prorated for 2022) Managers are not eligible for overtime pay but will receive 2 days per month off in lieu of additional hours managers are expected to work (Managers' Days). Managers' Days may be banked up to a maximum of 10 days. Additional days must be used or forfeited. Banked Managers' Days will not be paid out & will not be carried over into a new calendar year.

How to Apply

Interested candidate can submit a letter of interest and resume, stating:

- previous related work experience,
- information about working with a First Nations community,
- along with salary expectations to marionchrp@gmail.com, no later than Monday, August 15, 2022.

We thank everyone in advance for their interest in joining the Klahoose First Nation and ask that only candidates legally able to work in Canada apply.