



## **LEADERSHIP AND MANAGEMENT EMPLOYMENT OPPORTUNITY**

Located in the beautiful Fraser Canyon, close to and north of Lillooet, British Columbia, our great FN community is inviting qualified applicants to apply for the position of:

### **ADMINISTRATOR**

Reporting to Chief and Council, and working as a Team with Council, Administration employees and the community, the successful candidate will have **responsibility for providing the leadership and general management of the Administration, Operating and Capital affairs of the Ts'kw'aylaxw First Nation.**

#### **QUALIFICATIONS OF THE SUCCESSFUL CANDIDATE, TO INCLUDE:**

- **Related and Accredited Post-Secondary Degree or Equivalent Formal Post-Secondary Education and Certifications / Formal Training**
- **Six to eight (6-8) years directly related experience with three (3) or more years experience in a senior management position with a First Nations Administration**
- **Management experience in the development and administration of formal Plans, Policies, Funding Agreements, Budgets, Programs, Services and Projects, including capital and economic development**
- **Excellent Leadership, General Management, Human Resource Management, Communications, Negotiation and Team-building skills**
- **Excellent financial management experience, and knowledge in the FAL and FNFBM/ skills, including the writing and management of Funding Proposals and Agreements**
- **Demonstrated ability to work with a First Nations Community and Governments, to include the understanding of applicable Federal and Provincial Statutes, Regulations and Laws**
- **Positive Criminal Records Check and the Certification to work in Canada**

A very good compensation package is offered, along with the opportunity to contribute to the success of a great First Nations Organization and Community.

**Please forward a current résumé with applicable supervisory and other references to:**

#### **TS'KW'AYLAXW FIRST NATION**

35100 Hwy 99

Box 2200

Lillooet, BC V0K 1V0

**Attention: Desarae John, Executive Assistant to Chief and Council  
E-mail: [executiveassistant@tskwaylaxw.com](mailto:executiveassistant@tskwaylaxw.com) Phone: 250-256-4204**

**Applications will be received and reviewed in strict confidence.**

**Closing date for accepting résumés is until filled.**