



High Bar First Nation

PO Box 458, Clinton, BC V0K 1K0
Ph: (250) 459-2117; Fax: (250) 459-2119

Job Posting: Band Administrator

High Bar First Nation is a First Nations government of the Secwepemc (Shuswap) Nation, located in Clinton, BC. If you are interested in rural living, beautiful surroundings, and connecting with nature, Clinton is a great location to live and work.

We are seeking a Band Administrator to be responsible for the successful leadership and general management of the organization, management of all programs and departments, setting goals and measuring the achievement of the organization's objectives. As a skilled administrator, who is a positive role model, the Band Administrator works with the Band Council to focus on establishing effective working relationships with community groups, funding agencies, and other external contacts. The Band Administrator ensures the efficient financial management of the organization through economic development, grant applications and fiscal restraint. The Band Administrator leads a multi-faceted team of employees who are tasked with health, natural resources and referrals, land management, fisheries, education, building maintenance, capital acquisition, housing, and other specialty areas. This is a full-time position reporting to a member of Council.

Qualifications:

- Degree in Business Administration, Public Administration or related field or a combination of education and experience
- Five to seven years of progressively responsible program management experience preferably in the community, social service sector, or with First Nations groups supervising and managing staff as well as developing and managing budgets
- Proficiency at developing meetings, agendas, and chairing meetings
- Knowledge of legislation of Canada Labour Code, Occupational Health and Safety, Privacy, Human Rights and Employment Law
- Knowledge of financial and reporting requirements (i.e., ISC requirements)
- Knowledge and experience in human resources and financial management, and governance procedures
- Ability to understand financial data and forecast the impacts of trends and issues
- Ability to work independently and build effective interpersonal relationships
- Ability to make decisions that improve the management of First Nation resources
- Ability to work collaboratively with the leadership team in the establishing of goals, strategy, preparation of budgets and funding proposals
- Ability to see the big picture and think strategically
- Proficiency in the use of computer programs for word processing, databases, spreadsheets, email and the internet, to the intermediate level (capable of using a large number of functions and feel confident using the program)
- Ability to self-regulate, meet deadlines, have attention to detail
- Ability to manage conflict and manage change
- Lifestyle consistent with the importance and responsibilities of the position

Working Conditions:

- Ability to maintain strict confidentiality in performing duties and demonstrates personal attributes of integrity, respect, trust, honesty, compassion and accountability
- Travel to other related organization locations will be required



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- May need to respond to after-hours or emergency calls
- Required to work some non-standard hours to attend meetings or events, overtime will be required
- Receives minimal supervision with occasional direction and very few checks of the work performed

High Bar First Nation offers a competitive salary based on experience, benefits including health, dental, life insurance, long term disability and Employee Assistance Program. If you are qualified and looking for a rewarding career, send your cover letter and resume to office@hbfnc.ca closing date is until position is filled. A full job description is available at <https://www.highbarfirstnation.ca/>