



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

### **Why you'll love working at Klahoose First Nation:**

- Full-time, Monday-Friday, 9-5pm PST (40 hours per week);
- Competitive compensation, commensurate with experience;
- Two (2) weeks' vacation, and Klahoose First Nation administration office is closed for a two-week period during the December holiday season;
- Medical and dental benefits;
- Friendly and collaborative work environment.

**We are currently seeking a Chief Administrative Officer (CAO). This position is responsible for the management, administration and delivery of all Band programs and services in order to ensure that the needs of Band Members are met in a reasonable, effective and efficient manner.**

Reporting to the Chief and Council, the CAO will oversee all operations of the Band, ensuring that all activities are conducted in a respectful and responsible way and that decisions and actions meet relevant legislation, policies, and procedures. The duties and responsibilities of CAO will include, but are not limited to, the following:

### **Strategic and Operational Band Management**

- Provides leadership in developing organizational strategic and operational plans under the direction of Chief and Council.
- Ensures that strategic goals/plans, policies and procedures, and community programs are developed, implemented, and evaluated.
- Ensures that all Band operations are conducted within relevant legislation, policies, and procedures. Interprets applicable legislation, regulations, and agreements in consultation with appropriate government departments or legal counsel when needed.
- Manages agreements and relationships with applicable government agencies and departments. Submits reports to applicable government departments or agencies as required regarding social services or education issues, and capital projects.
- Manages the community's infrastructure and assets. Supervises equipment and facility use and maintenance.
- Ensures filing and record keeping systems are established and maintained.
- Manages the process for the development of an Annual Risk Management Plan and Fraud Risk Plan.

### **Financial Operations Management**



- Oversees and supervises all financial operations of the Band including budgeting, accounts payable, accounts receivable, and payroll.
- Provides direction and support to the Financial Director, Program Managers and corporate entities in the development and management of annual operating and capital budgets.
- Provides leadership and advice to Chief and Council in the management of financial affairs of the Band and its entities.
- Maintains up to date knowledge of all budget and funding requirements, applicable government financial legislation and policies, as well as all Band financial policies and procedures.
- Coordinates the preparation of the budget for Band operations.
- Ensures monthly and quarterly financial statements and reports are completed in a timely manner.
- Reviews all monthly and quarterly financial statements for accuracy and completeness.
- Establishes and ensures internal financial controls are in place.
- Monitors purchasing, tendering and other financial transactions for the Band.

#### **Program and Service Delivery Management**

- Oversees program delivery in all areas, including health, education, housing, social assistance, and administration.
- Develops proposals for program funding.
- Ensures program funds are expended appropriately.
- Establishes and maintains program policies, procedures and standards.
- Develops evaluation criteria that can identify and measure the effectiveness of programs and program delivery.
- Assist as the Indian Registration Administrator (IRA) for membership, as needed.

#### **Coordination of Community Development Activities**

- Maintains an open, equitable and service oriented relationship between the community and the Band administration.
- Assists in the development, coordination and implementation of strategic plans.
- Develops evaluation criteria that can identify and measure the effectiveness of the community plan and its implementation. Coordinates with relevant parties to identify concerns, issues or challenges.
- Ensures that Band members have the opportunity to share their views, concerns and needs relative to new or continuous programs, services, and initiatives of the Band. Conducts community needs assessments as required.
- Research potential funding, programs and projects as required.

#### **Band Council Support and Administration**

- Prepares materials and reports in support of Band Council operations.
- Attends all Band Council meetings; coordinates the preparation of agendas, information and resources for Band Meetings and Band Council Members.
- Maintains and circulates minutes of Band Council Meetings as well as all Band Council Resolutions.
- Acts as a liaison between Band Council and Band Members.



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- Ensures that all Band Council business is conducted within relevant legislation, policies and procedures.
- Facilitates the exchange of information between Band Council and Band Members. Conveys Council decisions to the public.
- Represents the Band at local, regional, provincial, and national meetings as required.
- Performs other duties and responsibilities as necessary in the performance of the position, and as assigned by the Chief and Council.
- When instructed, coordinates a strategic planning session or initiatives for Chief and Council.

### **Human Resource Management**

- Manages staff in accordance with Band standards and performance expectations. Oversees day-to-day activities. Evaluates performance of staff.
- Recruits, coaches, and mentors staff. Coordinates training and development activities.
- Promotes and provides for a safe and positive working environment aligned with the culture and values of the Band and broadly within the values of the Nation.

Performs other duties and responsibilities as necessary in the performance of the position and as assigned by Chief and Council.

### **The successful candidate will possess the following qualifications:**

- Post-secondary training in business, finance, or administration, or equivalent, a combination of education, training, or experience will be considered.
- Master's degree considered an asset.
- 5+ years in an executive management role (CEO or CAO), ideally in for a First Nations organization, with responsibility for the following areas:
  - Financial management
  - Budgeting
  - Human resources management
  - Program management and delivery
  - 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 money.
- Strong team leadership and management skills.
- Strong financial and operations management skills.
- Working knowledge of public sector accounting standards (PSAS).
- Ability to establish good working relationships, both internally and with external stakeholders.
- Ability to manage conflict using sound judgement.
- Effective written communications skills, including the ability to prepare reports, policies, and Band Council documents.
- Possesses cultural awareness and sensitivity.
- Demonstrates a dedication to the role and to membership.
- First Nation candidates are encouraged to apply.



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Kindly forward your resume and with cover letter via email to [info@klahoose.org](mailto:info@klahoose.org)

Klahoose First Nation welcomes and encourages applications from people with disabilities. Accommodation is available on request for candidates taking part in all aspects of the recruitment and selection process.

For more information, check us out online at <https://www.klahoosefirstnation.org/>