



Chief Administrative Officer (CAO)

PRINCE GEORGE, BC
\$130,000 TO \$170,000

ABOUT KWADACHA NATION

On behalf of Kwadacha Nation, we are searching for a Chief Administrative Officer (CAO) to lead their team. The Kwadacha Nation (Tsek'ene), commonly known as Fort Ware, is located 570 km North of Prince George at the confluence of the Fox, the Kwadacha, and Finlay rivers in the Rocky Mountain Trench.

The Kwadacha Nation envisions a community where the Kwadacha Dune are healthy, prosperous, self-sufficient, and protectors of *khuta khudowa uwidlah* (everything the Creator gave us). Their mission is to maintain a balance between their resources and the needs of their people for all generations, as taught by their ancestors. Their strategic priorities include enhancing health, wellness, and safety by embracing traditional ways and healthy living; ensuring environmental considerations in all their actions; fostering prosperity through an environmentally sound economy; and building self-sufficiency by increasing community pride, ownership of programming, assets, and infrastructure.

ABOUT THE ROLE

Reporting to Chief and Council, the Chief Administrative Officer (CAO) will be responsible for guiding and overseeing the daily administration and operational affairs of Kwadacha Nation. This role ensures alignment with all applicable laws, policies, and standards while striving for continuous improvement and advancement. The CAO acts as the spokesperson for the Kwadacha Nation, ensuring the effective delivery of operations and programs in accordance with Kwadacha culture, strategic plan and direction, organizational policies, and all relevant legislation, to enable the achievement of Kwadacha Nation's goals in a financially sound manner.

DUTIES AND RESPONSIBILITIES

- Plan, execute, and evaluate the day-to-day administration of Nation affairs and operations, providing guidance, leadership, and direction for the senior leadership team.
- Acts as liaison between Chief and Council and the Nation's senior leadership and employees, providing them with regular feedback and informing them of ongoing challenges and successes.
- Develop, manage and administer contracts as required by Chief and Council, liaising with legal representation, contractors, and consultants as required.
- Source funding and resources to deliver programs, develop proposals and complete reporting.
- Responsible for strategy formulation and policy development, as well as ongoing evaluation of financial position, budget development, and review for departments, projects and programs.
- Ensures all leadership receives ongoing financial reporting, working with the Director of Finance in development of monthly, quarterly, and annual budgets.

- Ensure all administrative and operational activities align with the Nation's goals and policies, and all legislative and regulatory requirements.
- Provide support to Chief and Council in enhancing and sustaining community quality of life through wellness and culture, and in utilizing and preserving Kwadacha Nation resources and customs.
- Facilitate the research, planning, development, implementation, and evaluation of programs and services, ensuring they meet the Nation's policies and procedures, and reflect the Nation's priorities.
- Ensure timely and accurate completion of all required reporting, including government and regulatory agent requirements.
- Schedule regular, ongoing meetings, and ensure they are documented accurately, including minutes and Band Council Resolutions.
- Maintain a close and collaborative relationship with the representatives of other entities and subsidiaries, including Kwadacha Natural Resources LP.
- Cultivate relationships with stakeholders and potential partners for increased collaboration and growth.
- Strive for continuous improvement by developing and implementing new processes that may improve efficiency, reduce costs, or troubleshoot issues that may impact the Nation's operations.
- Other duties and responsibilities as assigned.

REQUIRED SKILLS AND QUALIFICATIONS

- A minimum of 3 years of directly related experience at a senior management level, leading a multi-disciplinary team within First Nations political organizations, governments and/or businesses.
- Demonstrated leadership, organizational, and management skills, including directing and motivating staff, planning, organizing, prioritizing, and scheduling tasks in accordance with strategic and work plans; and the ability to lead a planning process.
- Knowledge of financial management practices, including the ability to seek funding, prepare proposals, manage budgets, financial reporting, capital funding, contracts, and partnerships.
- Excellent administrative and human resource skills.
- Demonstrated strategic and analytical critical thinking abilities.
- Creative thinker with highly developed problem-solving skills.
- Strong verbal and interpersonal communication skills, including the ability to communicate effectively with a variety of people, including the Chief and Council, staff, membership, government officials and media.
- Demonstrated proficiency in written communications, including the ability to write clearly and succinctly for a variety of purposes and audiences, and to optimize interaction with the Chief and Council, staff and consultants of the Kwadacha Nation.
- Extensive knowledge of Dakelh and Sekani peoples, traditions, teachings, culture, protocols and practices.
- Knowledge of federal, provincial, municipal and Indigenous governments.
- Knowledge of Indigenous title and rights and the legal landscape affecting this area.
- Significant experience and knowledge in change management, developing effective management teams, and professional development.
- Superb interpersonal skills, a strong network of contacts, and proven negotiation and conflict resolution skills.

REQUIRED COMPETENCIES

- Able to foster a positive working environment reflective of Kwadacha Nation's culture and values.
- A history of demonstrated professionalism, flexibility, sensitivity, patience, diplomacy, and confidentiality.
- Able to maintain the highest ethical standards, discretion and confidence.
- Capable of fostering and maintaining strong relationships both internally and externally and communicating with a variety of people of varying skill levels.
- Willingness to participate in ongoing learning and professional development.

TOTAL REWARDS AND APPLICATION PROCESS

The successful candidate will join the Nation with a focus on delivering the community's strategic plan and addressing intergenerational trauma resulting from colonialism. This position is office-based in Prince George, but the candidate will be expected to travel to Fort Ware regularly to attend community meetings, where they can stay at the newly renovated Finley River Inn, complete with exceptional food services. Therefore, applicants are expected to reside in or be willing to relocate to the Prince George vicinity.

Kwadacha Nation offers a competitive annual salary ranging from \$130,000 to \$170,000, depending on education and experience. Employees enjoy a comprehensive benefits package that includes paid sick days for themselves and their families, five weeks of vacation, and a 5.5% employer-matched pension. The position is full-time, Monday to Friday, from 8:00 am to 4:00 pm, with some flexibility required to accommodate the needs of the Nation.

Kwadacha Nation is committed to fair hiring practices and a respectful, inclusive workplace. Applications from all qualified individuals are welcome, with accommodations available throughout the recruitment process. Interested candidates should apply through MNP's official process by sending their resumes to kam.ketler@mnp.ca, avoiding direct approaches to Kwadacha Nation.

In accordance with Section 15 of the Canadian Charter of Rights and Freedoms, preference may be given to qualified candidates with Aboriginal ancestry.