



SHXW'ōWHÀMEL FIRST NATION

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“Band Administrator”

Shxw'ōwhámél First Nations - Hope, British Columbia

Posting Date: July 12, 2021

Open until: position filled

Shxw'ōwhámél First Nation (“SFN”) is Halq’emeylem-speaking Coast Salish people of the Sto:lo Nation and the Tiy’t Tribe. SFN traditional territory, S’olh Temexw, extends north to Mount Douglas east to the Coquihalla summits, south to the border between Canada and the United States, and west through Chilliwack and Agassiz to the western reaches of Harrison Lake. “Shxw'ōwhámél traditionally means “where the river levels and widens”, which refers to the Fraser River area around Shxw'ōwhámél territory, near Hope, BC. We are a community of 200 members with approximately 100 people living on our main reserve: SFN (Ohamil) I.R #1.

SFN is a band under the *Indian Act* (Canada) and is an “aboriginal people of Canada” within the meaning of s. 35 of the *Constitution Act, 1982*. SFN has a “Si:yam” system of governance, which gives all families in the community equal representation on what is called the Si:yam Council. The Si:yam Council makes decisions and sets policies for SFN and ensures that SFN’s programs and services promote SFN traditional values.

Over the years, SFN’s community has re-emerged from the threats posed by colonialism, smallpox, loss of land, and residential schools. In the early 1970s, SFN had approximately 40 members. Currently, SFN has nearly 200 members and is in the midst of an exciting period of ongoing economic and community development and expansion, bringing enhanced services, housing, employment and other opportunities to its members and surrounding community. Currently, SFN provides or administers services for its services;

DUTIES

- Supervising/directing SFN management staff and ensuring proactive and effective management training and mentorship are implemented on a regular and ongoing basis;
- Reporting to Si:yam Council regarding SFN programs, services and objectives and administrative operation on a regular basis;
- Conducting and/or directing periodic and annual planning, budgeting, tax administration and programming activities within applicable guidelines;
- Continually evaluating SFN’s operations and conducting regular internal organizational evaluations for efficiency and effectiveness;
- Monitoring and budgeting SFN’s cash flow and ensuring periodic reporting to Si:yam Council, as necessary or directed;
- Engaging and negotiating with various federal and provincial agencies and departments, other First Nations and other community and business stakeholders;

- Working with Si:yam Council to ensure accountable, transparent and effective decision-making in a timely manner;
- Ensuring that SFN maintains a positive image in the community through direct engagement with SFN members and public relations programs, including personal contact, public speaking and literature development; and
- Such other duties and offices as directed by Si:yam Council from time to time.

REQUIREMENTS

- Proven experience as senior manager with First Nations organizations, including as Band Administrator, Band Manager or similar leadership role;
- An understanding of First Nations history and culture, particularly of the Sto:lo and/or Coast Salish peoples;
- Proven experience with and a comprehensive understanding of business and leadership functions (HR, finance, etc.);
- Demonstrated ability to effectively plan for and manage budget, finances, economic development and change, both short and long term, and especially in First Nations context;
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- Understanding of relevant laws and regulations applicable to First Nations organizations;
- Strong working knowledge of and experience with the funding and other programs, regulations and procedures of Indigenous Services Canada, as well as other federal and provincial government departments;
- Proficiency in MS Office and databases;
- Outstanding communication and interpersonal skills;
- Excellent organizational, time and stress-management and leadership skills;
- BSc/BA in business administration or relevant field-MSc/MA is an asset; and
- Valid, unrestricted BC driver's license.

WORKING CONDITIONS AND COMPENSATION

- full-time workplace at SFN's administrative building in SFN's beautiful traditional territory, outside of Hope, BC;
- required to effectively manage and balance a variable and engaging day-to-day case load;
- local and provincial travel will occur regularly; national and international travel will occur occasionally;
- competitive salary, according to experience, plus use of SFN vehicle and smartphone;
- other benefits as may be negotiated.

HOW TO APPLY

If you are interested in this exciting opportunity to work with leadership of a strong and vibrant First Nation, please submit your resume and cover letter by email to:

hr@shxwowhamel.ca or contact Danielle Campbell at 604-869-2627

While SFN appreciates all expressions of interest via an application for the Chief Administrative Officer position, only those candidates who have been selected to proceed with the application and interview process will be contacted.