



# Tseshah First Nation

## Expressions of Interest – Executive Director

The Tseshah First Nation (TFN) is seeking to engage an Executive Director. This position will report directly to the TFN Council to fulfill the mandate typically designated to the top level Administrator of a First Nation or a Municipal Office.

The Executive Director shall oversee the general operations of the TFN Administration Office, inclusive of all community and membership department and service areas including: Office Services, Public Works, Housing, Social Development, Community Health, Education, Membership Services, Daycare, Recreation, Youth, Lands & Resources, Heritage, Culture and Language.

This position shall work in collaboration with Council, the senior management team, reporting staff and with other First Nation organizations and interest groups to manage and develop a broad range of programs, services, procedures, plans, policies and protocols and strategic planning as required to support the development and delivery of community services and to professionally address governance agendas and priorities.

The Executive Director is accountable to support Council with the handling of public, media and government offices communications and as the designated senior management authority for the operation of TFN's Human Resource and Employment programs is accountable to ensure all functional areas of the TFN organization operate in compliance with HR policies and employment laws.

Visibly profiled and actively engaged in working with membership, the community, staff and Council, this position is fundamental to ensuring Tseshah First Nation will achieve its goals for providing a healthy, sustainable way of life for its future generations.

### **SKILLS & EXPERIENCES NEEDED:**

University/College Degree is required with preference given to educational accreditation and other training in the fields of Business Administration, First Nation Administration, Human Resources, Community Services, Social Development, Land Use Planning and Public Works.

Additional certificates/accreditations relevant to the management of First Nation or Municipal Office organizations, such as Strategic Planning, Project Management, Policy Development and Public Relations.

Proven 5 to 7 years of senior management work experiences, preferably acquired in community government or public work sectors.

Sound knowledge of First Nations community and membership environments and the statutory framework that governs how First Nations organizations operate.

A comprehensive awareness and understanding of HR programs and policies; ability to manage, direct and motivate staff and to lead by example.

Well-developed written and verbal communication skills; good analytical skills and adept with comprehending complex political situations, legal compliance matters, budgets and financial results.

A demonstrated ability to respectfully build relationships and develop rapport

### **APPLY TO:**

Tseshah offers a competitive salary with a comprehensive benefit package. If you believe you have the skills and ability and would like to apply, please submit your Application and Cover Letter by mail or email to the attention of: Executive Assistant, TFN Administration Office, 5091 Tsuma-as Drive, Port Alberni, B.C. V9Y 8X9. Email: [executiveassistant@tsesah.com](mailto:executiveassistant@tsesah.com). Closing Date for applications is 4:30 PM, November 24<sup>th</sup>, 2017.

*The Tseshah First Nation is an Equal Opportunity Employer and encourages/expects that its Membership and other First Nation Membership will apply with qualifications. Where possible, employment opportunities and contracted services shall be offered to qualified and eligible Tseshah Members*