Tseshaht First Nation
Employment Opportunity

EXECUTIVE DIRECTOR

The Tseshaht First Nation Administration Office is now accepting applications for the position of **Executive Director**. This is a full-time position at 75 hours bi-weekly (37.5 hours per week).

POSITION SUMMARY

The Executive Director reports to Elected Chief and Council and is accountable to and answerable to Council, with day to day reporting to the Chief Councillor. As directed by Council, this position provides executive direction for the strategic planning, development, and operation of the administrative body, inclusive of its employees, departments, programs, and services. This position supports the Council's governance process as the senior Administration resource, thereby assuring executive leadership and operational guidance is provided to the decisions, goals, and objectives of Council.

PRIMARY/CORE RESPONSIBILITIES

Performs all duties and responsibilities in accordance with Tseshaht and program specific policies, standards, practices, and procedures, as directed by Chief and Council:

- Oversee general management of Administration's programs, services, and financial operations.
- Conduct ongoing reviews of results and effectively delegate to reporting staff.
- Provide leadership to Community and Project Committees.
- Work in concert with Council to align objectives with operating budgets.
- Manage Office Services, Communications, Public Works, Housing, Social Development, Health, Community Services, Membership, Daycare, Lands and Resources, Culture and Language, Fisheries, and Beach keepers.
- Support Council in handling public, media, and government office communications.
- Serve as the designated senior management authority for operation and compliance.
- Ensure adherence to regulatory requirements, Human Resource policies, and Departmental procedures.
- Act within assigned discretionary and non-discretionary authorities as delegated by Council.
- Accountable for the fair, transparent, and responsible governance of a sustainable Community and Nation.
- Support Council in retaining required jurisdiction over operational and financial governance.

QUALIFICATIONS

Training, Education and Experience

- A post secondary 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 of Municipal Office organizations, such as Strategic Planning, Project

Hiring organization
Tseshaht First Nation

Employment Type
Full time

Job Location
5091 Tsuma-as Dr.,
Port Alberni, BC, V9Y 8X9

Working Hours
75 hours bi-weekly

Wage Range
$75,590-105,000

Date Posted
November 21, 2025

Closing Date
December 5, 2025

5091 Tsuma-as Drive, Port Alberni, BC V9Y 8X9
Tel: 250.724.1225 Fax: 250.724.4385
www.tseshaht.com

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

Knowledge, Skills and Abilities

- 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

HOW TO APPLY

Submit a cover letter, resume and three (3) current references to:

Tseshaht First Nation
by mail: 5091 Tsuma-as Drive, Port Alberni BC, V9Y 8X9; or
by email: apply@tseshaht.com

Tseshaht First Nation is an equal opportunity employer and encourages/expects that its membership and other First Nation members will apply with job qualification. Where possible, employment opportunities and contracted services shall be offered to Tseshaht members where qualified and eligible.