



KISPIOX BAND COUNCIL

1336 Kispiox Valley Road, Kispiox, B.C., V0J 1Y4
Phone: (250) 842 – 5248 or 5249 Fax: (250) 842 5604

EMPLOYMENT OPPORTUNITY

POSITION: Band Manager

SALARY: Negotiable Dependent Upon Experience

Kispiox Band is seeking a self-motivated, energetic individual to manage employees in the day-to-day operations of the band. Under the direction of the Kispiox Band Council, manage, direct, organize, implement and control the provision of policies, directives and band programs, which include administration, human resources, financial management, housing, social assistance, public works and forestry.

Education/Professional Requirements:

- Must have a post-secondary degree in Business Administration
- Must have minimum of five (5) years of Senior Management/Human Resources working experience;
- Must have minimum of five (5) years working/education experience in financial management and budgeting

Qualifications/Abilities:

- Extensive knowledge of First Nations political roles and structure;
- Ability to liaise and communicate with personnel from various levels of government, First Nation Organizations and Funding Agencies, private industry and any other individuals, groups or agencies operating in the community.
- Ability to develop and maintain policies and procedures pertaining to all aspects of the Kispiox Band Administration;
- Must possess management and leadership skills and supervision of staff in a fair and equal manner
- Must be proficient in strategic planning and program development
- Must possess skills in the administration, management/planning of human resources;
- Ability to establish good working relationships with funding agencies/other organizations
- Ability to research funding sources and provide funding proposals;
- Must be able to plan and manage First Nation finances; strong skills in Financial Management – analyze, advise and recommend on allocation of budgets, funds and organization
- Must possess excellent verbal and written communication skills and strong computer skills;
- Must possess excellent skills in problem solving and decision making.
- Experience in management of band housing is an asset: working with rental arrears, construction, building contractors, etc.

Skills and Abilities:

- Ability to work collaboratively with Chief and Council and staff in establishing goals, preparation of budgets, and funding proposals
- Ability to work independently and build effective interpersonal relationships
- Ability to self-regulate, meet deadlines, and give attention to details
- Recognizes and respects all cultural diversity and has an understanding of First Nation culture

Working Conditions:

- Must provide a recent Criminal Records Check

Forward Resume, Recent Criminal Record Check And 3 References To the attention of Sandi Reviakin:

KISPIOX BAND COUNCIL, 1336 Kispiox Valley Road, Kispiox, B.C., V0J 1Y4

DEADLINE: August 5, 2020 AT 3:00 P.M.

We thank all applicants for their interest however only those shortlisted will be contacted.