



Animakee Wa Zhing #37

Forever the Sun Rises and the River Flows. (Treaty 3, 1873)

JOB POSTING – BAND MANAGER

Animakee Wa Zhing #37 is seeking applications for a Band Manager. In this high-profile position, you will be responsible for the complete operation of the First Nation community under the general direction of the elected Chief and Council.

The Band Manager will:

- Establish objectives for the organization and formulate policies and programs;
- Develop policies, procedures and by-laws for the review and approval of Chief and Council;
- Recommend, review, evaluate and approve documents, briefs and reports;
- Ensure appropriate systems and procedures are developed and implemented to provide budgetary control;
- Manage agreements and relationships with other levels of government;
- Maintain an open, equitable and service-oriented relationship between the community and the administration;
- Assist the Chief and Council with the design and implementation of physical development and strategic plans;
- Manage the community's infrastructure and assets;
- Manage human resources and the performance management of First Nation staff.

We invite you to apply if you have:

- A relevant post-secondary degree or diploma, with at least five (5) years of management experience or equivalent;
- A certified Aboriginal Professional Administrator (CAPA) designation or be willing to obtain;
- Working knowledge of financial management, human resources management, and labour relations;
- A strong background in finance, including previous working knowledge of financial systems;
- Strategic and long-range planning skills, coupled with experience in organizational development/governance as well as public affairs;
- Sound decision-making skills and the ability to motivate your staff will also be crucial to your success in this position;
- Outstanding verbal and written communication skills as you will be interacting with a variety of stakeholders;
- In addition, it is essential that you have experience in writing proposals and proposal reporting as you will be required to produce, implement and report on municipal, territorial, and federal related program proposals.

As recognition for all your hard work and determination, you can look forward to a competitive annual salary, with a group benefits and pension plan.

Please apply via email to: jobs@nwa37.ca

When applying you **must** include a detailed cover letter, detailed resume, a copy of your current (within 30 days) criminal records check which includes a vulnerable sector check (or proof that it has been applied for), and three written references. **Deadline for application is January 15, 2021.**