



TAKU RIVER TLINGIT  
First Nation



## Chief Administration Officer - CAO

<b>Reports to:</b>	Spokesperson
<b>Accountable to:</b>	Spokesperson & Clan Director Council (CDC)
<b>Salary</b>	Commensurate to experience and qualifications 78K to 96K yearly + benefits

### POSITION SUMMARY:

The Chief Administration Officer leads the planning, organization, execution, and evaluation of the day-to-day operations for Taku River Tlingit First Nation. Reporting to the Spokesperson and Clan Director Council, the CAO ensures the effective delivery of operations and programs in accordance with the Constitution, JCM (Joint Clan Meetings) Mandates, CDC Clan Directives, organizational policies, and strategic direction to enable TRTFN to achieve the Nation's mandates and Citizens' goals in a sound fiscal manner.

### RESPONSIBILITIES:

- Plan, direct and execute all administration and operational activities in line with the TRTFN Constitution, JCM Mandates, CDC Clan Directives, Canada Labour Code, Human Rights legislation, organizational policies, and all regulatory requirements.
- Oversees all operations and programs including: Administration, Finance, Capital, Governance, Operations & Maintenance, Health & Social, Human Resources, Lands, and the Tlingit Family Learning Centre.
- Ensures timely, accurate completion of all reporting including government and regulatory agency requirements.
- Maintain professional conduct, confidentiality, and ethical standards.
- Ensure the appropriate amount of administrative, financial, and organizational infrastructure are in place to support the implementation of TRTFN's strategies.
- Works with the Finance Officer to provide oversight for TRTFN's finances, assessing cash flow and organizational performance to make timely changes in strategy, structure, and resource allocation for fiscal responsibilities.
- Manage Human Resources activities by working with the HR Coordinator to oversee employee relations, recruitment, health & safety, performance management, employee development and training.
- Establish and maintain strong relationships with staff, citizens, other governments, and stakeholders.
- Develop and implement approved policies/procedures that follow CDC directives as well as constitutional and regulatory agency requirements.
- Leads the management team to foster a productive team-based environment where employees work together to achieve individual, departmental, and Taku River Tlingit First Nation goals and strategies.
- Provides guidance and mentoring to employees and works to resolve interpersonal issues between employees or with community members.
- Support the Directors and Managers, working with the Finance Officer, in development of monthly, quarterly, and annual budgets.



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- Liaises with Spokesperson on day-to-day activities to ensure the delivery of operations and programs in alignment with the Constitution, JCM Mandates, CDC Clan Directives, and organizational policies to achieve the Nation's goals and objectives.
- Works with the CDC and management team to proactively plan, coordinate and manage risks.
- Ensure support for the Spokesperson in the preparation of JCM (Joint Clan Meetings) and Elder Meetings, and Clan Directors for Clan Meetings.
- Assists Spokesperson and CDC in determining organization goals, objectives, mission, vision, values, and long-term strategies
- Develop and oversee implementation of strategic and work plans.
- Obtain resources to deliver programs by developing and submitting proposals to appropriate funding agencies.
- Attend TRTFN Joint Clan Meeting to support Leadership in seeking on-going mandates for programs, activities, and budgets.
- Oversee and administer contracts as directed by Leadership.
- Liaise between legal representatives of TRTFN and report back to CDC or designate.

### **Knowledge, Skills and Abilities:**

- Solid knowledge and understanding of basic human rights of indigenous people (UNDRIP)
- Exceptional leadership skills and the ability to lead, guide, motivate and manage a team.
- The ability to create an organizational culture of accountability while ensuring it is a healthy, respectful, cooperative, and productive work environment.
- Proven ability to foster, promote, drive, and support a culture of diversity and inclusion in the organization including but not limited to marginalized groups – i.e., LGBTQ2+, women, people with disabilities, older people, and racial, ethnic, or religious minorities.
- Well-developed understanding of business management as well as, operational and financial functions.
- The capability to foster and maintain strong relationships both internally and externally.
- The ability to calmly manage multiple priorities and stressful situations without losing overall focus.
- Critical thinking, analytical and problem-solving skills.
- Strong ability to negotiate and influence.
- Excellent interpersonal, communication and presentation skills.
- Intermediate proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook)

### **Training, Education & Experience:**

- Minimum of 7 years' experience working with First Nations at a senior level
- Post-Secondary Degree in Public Administration, Business Administration, or equivalent experience
- Satisfactory Criminal Record, Vulnerable Sector check and driver's abstract
- Class 5 Driver's license

Apply directly on TRTFN.com (open positions) or forward e-mails to: [senior.admin@gov.trtfn.com](mailto:senior.admin@gov.trtfn.com)