



EMPLOYMENT OPPORTUNITY

POSITION	Chief Administrative Officer / Intergovernmental Relations Lead
WAGE	\$120,000 - \$135,000
STATUS / Contract	Full Time Permanent
SUPERVISOR	Spokesperson
Location	Atlin, BC
Closing Date	Until filled

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.

DUTIES AND RESPONSIBILITIES

- Intergovernmental Relations management, development, supervision and implementation of an annual plan
- 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.
- 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, Emergency Management and Justice, Finance, Capital and O&M, Negotiations, Operations & Maintenance, Wellness and Social Services, Membership, Human Resources and Contracting, Culture, Heritage and Records, Lands and Resources, Education and the Tlingit Family Learning Centre.
- Provides management oversight in a manner reflective of reconciliation, UNDRIP, self-government, and Tlingit and Indigenous cultural values
- 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 and 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 and Contracts Manager to oversee employee relations, recruitment, workplace wellness, performance management, professional 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.
- 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.
- Maintains a close and collaborative relationship with the representatives of other entities such as Taku River Tlingit Group of Companies, TAC, and other First Nations and Governments, particularly Dahk Ka and other Tlingit Nations
- 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.

EDUCATION, SKILLS AND EXPERIENCE

Masters Degree in one of the following; Business Administration, Public Administration, Political Science, Indigenous Governance, or related post graduate degree and/or comparable senior academic qualifications combined with senior management experience. Applicants must have at least four years of senior management experience, proven financial management experience. Professional management within an indigenous government or indigenous focused service will be preferred.

Knowledge of the Taku River Tlingit First Nation and the Tlingit language will be an asset.

CONDITIONS OF EMPLOYMENT

Criminal Record Check References

APPLICATION PROCESS

To submit a resume or obtain further information contact: Email: careers@gov.trfn.com
titled: CAO

- No Phone calls will be entertained.
- We thank all those who apply but only those who are being considered will be contacted
- Preference given to Taku River Tlingit First Nation Citizens.
- We are only able to accept applications from permanent Canadian residents.