



Position	Chief Administrative Officer (CAO)
Supervisor	Spokesperson
Wage / Salary Range	\$120,000 - \$135,000 per year
Status	Permanent, Full-time
Location	Taku River Tlingit First Nation (TRTFN) Atlin, BC
Date posted	January 4, 2025
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 (TRTFN). Reporting to the Spokesperson and Clan Director Council (CDC), the CAO ensures the effective delivery of operations and programs in accordance with the Constitution, Joint Clan Meetings (JCM) 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.

ABOUT THE TAKU RIVER TLINGIT FIRST NATION (TRTFN)

The TRTFN is situated in its traditional lands in the community of a Atlin, British Columbia. The TRTFN is governed through the adoption of a traditional Tlingit clan system of governance. The TRTFN is moving forward as the responsible decision makers of their territorial lands and waters. The TRTFN territory covers over 40,000 sq/km and includes what is now known as British Columbia, Yukon, and Alaska/US. Its territory contains high mountains, expansive forests rich with wildlife and salmon filled wild rivers. As responsible decision makers, the TRTFN is embarking on a course necessary to ensure the continuation and advancement of its rights and interests in all matters impacting the traditional territory. This will assist the TRTFN in ensuring the preservation of what is Tlingit.

LIVING IN ATLIN

Atlin, the small community of approximately 470 people, is in northwestern British Columbia, Canada. It is located on the eastern shore of Atlin Lake (the name comes from Áa Tlein, the Tlingit language word for “big body of water”), surrounded by mountains and connected to the Yukon via a hard surfaced, all-season maintained road. There are two small grocery stores, a post office, government agent, nursing station, an RCMP detachment, several churches, K-12 public-school, day-care facility, a volunteer fire department, museum, marina, small airport, parks and playgrounds, laundromat, gas stations, as well as restaurants and accommodations for tourism and local needs. Communication is via landline and satellite, although there is a proposal in place to bring fibre optic and cell service to the area. In addition to continued placer gold mining, Atlin offers its residents and visitors activities such as sightseeing, fishing, hiking, camping, as well as many arts and entertainment events.

WORK THAT MATTERS

You are passionate about improving outcomes for First Nations people. You enjoy working as part of a team and can deliver individual results. You thrive in an environment which allows you to make a high impact towards the future of a First Nations Community.

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 (TRTFN) and the Tlingit language will be an asset.

TRAINING REQUIRED - All employees are expected to participate in many types of training – some of them annually. Topics would include:

- Trauma Informed Care
- Lateral Kindness
- Workplace harassment and Violence prevention
- WHMIS 2015
- Suicide Intervention (all H&W staff)
- Standard First Aid

COMPETENCIES

- 1) **Leadership** – Promotes organizational mission and goals and shows the way to achieve them. Sets clear, meaningful, challenging, and attainable group goals and expectations that are aligned with those of the organization.
- 2) **Communicator** – Listens to others and communicates in an effective manner. Ensures that others involved in a project are kept informed of developments and plans.

- 3) Fiscal Accountability – Follows fiscal guidelines, regulations, principles, and standards when committing fiscal resources or processing financial transactions. Monitors budget usage and ensures critical costs are covered.
- 4) Planning and Organizing – Defines tasks and milestones to achieve objectives, while ensuring the optimal use of resources to achieve those objectives. Creates realistic schedules for project and follows them. Evaluates progress against schedule and goal objective.
- 5) Teamwork – Promotes cooperation and commitment within a team to achieve goals and deliverables. Encourages team unity through sharing information or expertise, working together to solve problems, and putting team success first.

CONDITIONS OF EMPLOYMENT

- Class 5 driver's license and Clean driver's abstract
- Criminal Record Check
- References

BENEFITS

- After 3 months of probationary period, benefits include extended medical, eyewear, dental coverage as well as an RRSP matching plan.
- Housing relocation assistance may be available.

APPLICATION PROCESS

- To submit a resume or obtain further information contact: Email: careers@gov.trtfn.com
- Preference given to Taku River Tlingit First Nation (TRTFN) Citizens.
- We thank all those who apply but only those who are being considered will be contacted.