



**Gwawa'enuxw
Kwikwasutinuxw
Haxwa'mis
Dzawada'enuxw**



Administration Office
102-2005 Eagle Drive,
Campbell River, B.C.,
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www.mdtc.ca

Musgamagw Dzawada'enuxw Tribal Council

Executive Director Posting

The Musgamagw Dzawada'enuxw Tribal Council is comprised of four tribes under three bands: Dzawada'enuxw, Gwawa'enuxw and Kwikwasutinuxw Haxwa'mis which service the three communities of Kingcome Inlet, Gilford Island and Hopetown. The main administration office is located for now in Campbell River with sub offices in Kingcome and Gilford Island.

We are looking for an energetic, committed and creative Executive Director to oversee our operations.

Key Duties and Functions

- Carry out the vision of the MDTC Board and Membership
- Manage the human, financial, property and material resources of the Tribal Council and administers the day to day operations:
 - Program and staff supervision
 - Financial responsibility including accurate record keeping, control budgets
 - Board meetings
 - Policy development
 - Maintain strong communications with membership

Qualifications

- Bachelor Degree or at least 10 years relevant experience in high level administration
- Proven skills in directing, managing, supervising, evaluation of staff and programs
- Creating and maintaining budgets
- Experience in program planning, design, organization, implementation of programs for Aboriginal organizations and strategic planning
- Knowledge of First Nations Culture and current provincial and federal issues
- Experience of Aboriginal funding sources and reporting requirements
- Exemplary computer skills

Other Notes

- Remuneration based on education and experience
- 6 current staff members with higher numbers at times with specific projects

Deadline to apply: Friday, Jan 22nd, 2016
Submit to: ed@mdtc.ca or fax to 250-914-3406
Enquiries to Dawn Nicolson at 250-914-3402 ext 1

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dzawada'enuxwax**