



# Quatsino Band Council

305 Quattishe Rd.  
Coal Harbour, B.C.

V0N 1K0

Phone: (250) 949-6245

Fax: (250) 949-6249

## EMPLOYMENT OPPORTUNITY

### BAND ADMINISTRATOR

**Posting date:** April 12, 2016

**Closing date:** May 6, 2016

The Band Administrator, under the general direction of the Band Council and subject to its policies and procedures, administers the affairs and programs of the Quatsino First Nation. The Quatsino First Nation is located near Coal Harbour on the north end of Vancouver Island.

**Job Description:** The Quatsino First Nation Band Administrator will be responsible for the administering and overseeing of all band programs and will ensure programs are administered within budget. The Band Administrator will ensure that band policies and procedures are adhered to; and, supervise all band program managers, coordinators, employees and contractors.

#### Job Duties

- Strong Human Resource skills and an ability to manage, supervise and provide support to staff in meeting program requirements/mandates.
- Ensuring proper maintenance, use, occupancy and control of buildings, equipment, and works controlled by the Band.
- Advisor to Chief and Council on all areas of band management.
- Knowledge working with provincial and federal funding agencies including: programs, regulations, procedures of AANDC; and, other funding agencies.
- Acts as a liaison and public relations officer for the Council in matters of administration.
- Good knowledge of financial accounting principles for budget planning and monitoring of expenditures.
- Ability to write funding proposals, preparation of reports and correspondence.
- Attend Council Meetings and Committee meetings when required.
- Provide the council with monthly reports on band programs and operations.
- Strong administrative and computer skills.
- Ability to communicate effectively – verbally and written.
- Experience working in First Nations communities and culturally sensitive.

**Job Qualifications**

- A degree & solid educational background in Business Administration or Management
- Demonstrated proposal writing skills
- Financial experience & education (accounting skills)
- Successful management in a First Nations operation (4-5 years)
- Self-motivated with excellent interpersonal skills

**Salary to commensurate with qualifications and experience.**

**Please direct any questions and/or your cover letter, resume complete with three references, and a criminal record check to:**

Quatsino Band Council  
Attn: Tara Nelson, Executive Assistant  
305 Quattishe Rd  
Coal Harbour, BC  
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