



Southern Dākelh Nation Alliance

59 First Avenue South
Williams Lake BC V2G 1H4
(250)398-7033

Business Officer

The Southern Dākelh Nation Alliance requires a Business Officer to assist with its expanding operations. Located in the sunny interior of British Columbia, the Southern Dākelh Nation is increasing its capacity to manage its own affairs.

Posted (mm/dd/yy)	08/09/2018
Employer/Company	Southern Dākelh Nation Alliance
Contact Person	Tammy Keith
Address	59 First Avenue South, Williams Lake, BC V2G 1H4
Positions available	1
F/T	5 days a week/35 hours per week
Start Date	End of August 2018
Wages:	\$60,000 to \$70,000 based on qualifications and experience plus benefits
Driver's License	Required
Driver's Abstract	Required
Police Info Check	Required

In 2017, the Lhoosk'uz Dené, Lhtako Dené, Nazko and Ulkatcho First Nations formed the Southern Dākelh Nation Alliance. The SDNA has negotiated agreements with Canada and British Columbia which move towards a government-to-government relationship. The Southern Dākelh people were also known as the Southern Carrier Nation.

Job Description

The Business Officer will be a team member focusing on maintaining the professional operation of the organization.

Essential Functions and Duties

- In a team environment focus is on high-level administrative issues
- Develops budgets, business plans and feasibility studies as part of the team
- Coordinates proposal development
- With others, develops and reviews contracts, grants and service agreements

- Administers Human Resource matters including performance reviews in accordance with Personnel Policy
- Works with staff to ensure necessary reports with the correct information is submitted by the due dates
- Manages the leased building space by planning routine maintenance, upgrades and renovations
- Maintains records by taking the lead filing documents using Content Central
- Has a basic knowledge of Information Technology: hardware and software
- Takes responsibility for website content and updates
- Perform duties as assigned by the Executive Director or designate

Qualifications

The successful candidate must possess a recognized four year post-secondary degree in Business Administration including courses in Human Resource Management and Accounting (an acceptable combination of recent related work experience and education will be considered);

3 to 5 years recent experience working in a business environment

1 to 3 years' experience working for a First Nation organization is an asset as is membership in the Aboriginal Financial Officers Association

Abilities & Skills

- The candidate must have a demonstrated ability to work independently as well as part of a team
- Highly organized and able to work with minimal supervision to meet deadlines
- Should demonstrate excellent verbal and written communication skills
- Must possess excellent interpersonal skills
- Possess the ability to network, build effective relationships, communicate appropriately and represent the SDNA at meetings and other gatherings
- A good knowledge of Dākelh and Chilcotin communities, organizations, culture and traditions is an asset
- A valid Canadian Driver's License and access to a reliable vehicle
- Willing and able to travel when required

How to Apply

If you are qualified and want to become part of the team, please email, your cover letter, resume three (3) professional references (in Word or PDF format) and copies of relevant qualifications (degrees, diplomas, etc.) in confidence by **12:00 p.m. Pacific Standard Time, Monday, August 27, 2018**. Please send to the attention of Tammy Keith, Executive Assistant. Email: execassist@carrierchilcotin.org Please quote "SDNA Business Officer" position on cover letter and include "Self-Identified", if you are voluntarily identifying yourself as First Nations or Aboriginal.

Applications received after the closing deadline may be not be considered. If all qualifications are equal, preference will be given to persons of Aboriginal ancestry. While we appreciate the interest of all applicants, only those applicants selected for an interview will be contacted. No phone calls please. No interview or relocation costs will be provided. Position is dependent upon funding. All applicants must be eligible to work in Canada.