



# NADLEH WHUT'EN JOB POSTING

## General Manager

Full time position – 2 year term

### POSITION SUMMARY

The General Manager is responsible for providing leadership and for the overall day-to-day management of public relations, financial, administrative, personnel and program service delivery systems at the NWIB. This position works cooperatively and effectively with Chief & Council and Nadleh Whut'en Band staff, this position will ensure that all such systems comply with the vision, beliefs, aims, policies and strategic direction of the Nadleh Whut'en Band.

Applicants must possess the following qualifications:

- Bachelor's degree in business administration
- Must have at least three year's experience working at a management level in community based not for profit organization
- Extensive experience in managing non-government organizations, preferably First Nations organizations
- Supervise staff and various supervisors
- Advise Chief and Council and where necessary, implement their policies decisions and regulations
- Extensive experience in proposal writing, grant writing and fund raising
- Extensive experience in planning, coordinating & and community planning
- Be prepared to assume responsibility, provide a role model for others, and be willing to work as a member of a management team
- Ensure all contracts financial transactions are conducted according to Band policy, in matters within its jurisdiction
- Knowledge of First Nations culture & traditions
- Advanced level of written and verbal skills
- Good knowledge of the programs, regulations and procedures of Indigenous Services Canada, particularly as they relate to funding arrangements with the Band
- Good working knowledge of financial accounting principles
- A valid class 5 driver's license & driver's abstract
- Successful completion of criminal record check

**Salary:** Negotiable depending upon knowledge and experience

**ONLY CANDIDATES SELECTED FOR INTERVIEWS WILL BE CONTACTED**

*Please apply by resume to:*

Nadleh Whut'en Indian Band, Box 36 Fort Fraser, B.C. V0J 1N0

or send by email to: [rdasilva@nadleh.ca](mailto:rdasilva@nadleh.ca)

**This posting will be advertised until the position is filled.**