

St'zuminus First Nation (SFN) Overview

At Stz'uminus First Nation (SFN), our mission goes beyond just providing services; we are dedicated to creating a vibrant and thriving community rooted in our rich cultural heritage.

Joining SFN means being part of an organization that values tradition while driving progress. If you're passionate about making a difference and want to be part of a team that honors the past while shaping the future, SFN is the place for you.

Job Title: Director of Administration

Salary: \$105,989.00 - \$128,700.00 - \$151,412.00 (explained below)

Contract: Fulltime, Permanent

Hours: 36 hrs/week (Mon to Thurs: 8.00 am to 5.00 pm)

Location: Ladysmith, BC

About The Role

Reporting to the Stz'uminus Chief & Council (C&C), the Director of Administration is responsible for directing SFN Management by providing comprehensive strategic oversight ensuring the delivery of C&C approved strategic goals. The individual in this role ensures all services needs are met, whether through direct oversight of teams or by coordinating with department teams managed by other department managers. This responsibility entails managing communications and people, tracking Key Performance Indicators, and ensuring alignment with the Nation's goals and strategies across all departmental functions supporting the C&C approved agendas.

As a strategic and trusted advisor to the Chief & Council, the Director of Administration identifies opportunities and needs, and devises strategies and solutions to help C&C and the Nation achieve its strategic objectives and operate effectively and efficiently. This multi-faceted role demands a hands-on approach, the ability to manage multiple projects simultaneously, and a focus on driving continuous improvement across the Administration, and it may include additional duties and responsibilities depending on size and complexity of any project.

They also translate strategy into actionable deliverables to meet goals; ensures that the activities of various departments services verticals align with and support the overall strategic goals of the C&C office.

In addition, they function as a liaison across departmental services, managing relationships and ensuring consistent communication among supporting departments and teams; oversees physical office space management and leads various C&C approved special projects ensuring timely and successful completion, including maintenance, renovations, expansions, consolidations, and other key operational objectives; stays abreast of current and emerging market trends to make recommendations for the operational strategy for the Administration.

A job description is available upon request via alan.francis@stzuminus.com

Qualifications

- Required Qualifications:
 - A Bachelor of Business Administration or relevant discipline.
 - Minimum of 5 years of progressive experience in Senior Administration Management including demonstrated experience as follows:
 - Strong financial acumen with an ability to read and interpret financial statements and develop budgets and forecasts.
 - Experience working in a union environment, with management responsibilities for both union and non-unionized positions.
 - Experience in an operational management capacity with business and organizational planning accountabilities.
 - Ability to analyze problems, identify critical information and issues, and provide recommendations for solutions.
 - General management skills, including ability to oversee strategic planning, stakeholder management, risk avoidance, and program management.
- Willingness to learn, respect, and appreciate Stz'uminus First Nation culture, customs, traditions, and issues.
- Current knowledge of the First Nations Governance model in Canada.

- Knowledge of the First Nation culture, customs, and language is essential for this position

Total Compensation

As a member of the team, you will have access to a wide range of employee benefits, including:

- Salary & pension plan with an employer contribution of 6% (after 3 months)
- 2 weeks paid vacation, 15 days of wellness time off, 14 days of stat holidays including two SFN designated leaves.
- 2 weeks paid Christmas time off
- Fully employer paid extended health & dental benefits, Short-Term and Long-term, Life Insurance, Employee & Family Assistance program, and split paid Dental.
- Professional development support and more!

About the Salary

The Salary Range is the minimum and maximum annual salary based on full time equivalent hours. Incumbents are typically hired, transferred or promoted between the minimum and midpoint of the range based on their knowledge, skills, abilities and experience in relation to the role requirements.

The top 10% of the pay range is for the incumbents who are industry experts in the job with the combination of exceptional experience and competencies needed to perform all duties and responsibilities at a superior capability level.

SFN is committed to respecting diversity within our workforce; preference will be given to individuals who identify as First Nations, Inuit, or Métis.

How to apply

Please send your application to alan.francis@stzuminus.com, with subject, as title of the Job applied for.

Closing date: Open until Filled

For more information about us, please visit: [Stz'uminus \(stzuminus.com\)](http://stzuminus.com)