



EMPLOYMENT OPPORTUNITY  
EXECUTIVE DIRECTOR  
DEADLINE: SEPTEMBER 15, 2017

This position reports directly to Chief and Council. This position is responsible for planning and administering LBN's annual operational budget, implementing Band Council Resolutions (BCR's), and directing team of professionals and support staff.

The Executive Director will support and advocate the needs and the rights of the LBN Membership; and ensure the LBN's mandate to protect, preserve and enhance inherent and Aboriginal Rights is used as the foundation for the decision-making process.

He / She will be responsible for a variety of duties ranging from supervision of all staff, oversee the preparation of financial reports, negotiate for additional financial resources and liaise between the staff, Chief & Council, Lake Babine communities, stakeholders and partners.

The Executive Director must provide records and documents to the relevant governments and agencies, when requested. He / She must also ensure that all business and operations are conducted in a responsible, confidential and ethical way.

### **Requirements**

The incumbent must have the following:

- Completion of a recognized accounting designation or through completion of a post-secondary program specializing in Business Administration or an acceptable combination of education, training and experience
- Minimum FIVE (5) years of related First Nation administration experience at a senior level
- Program administration, management, delivery and evaluation
- An understanding of the role and responsibilities of Council
- Accounting knowledge and financial principles required
- Experience working with First Nations would be an asset
- An understanding of relevant legislation, policies and procedures
- Knowledge of Human Resource standards and best practices
- Highly developed organizational skills and detail oriented, including the ability to set priorities and multi-task

- Experience with sourcing funding and ability to write effective proposals
- Ability Proven interpersonal skills and ability to work well with others
- to prepare reports, policies and by-laws

**Recommended application procedure:**

1. Submit a resume with cover letter demonstrating education and experience fit
2. Copy of designation and degrees
3. Ability to work cooperatively and persuasively with stakeholders to execute projects

**SUBMIT ALL DOCUMENTS TO:**

**Beatrice MacDonald, Human Resources**

P.O. Box 879, Burns Lake, B.C., V0J 1E0

Email: [beatrice.macdonald@lakebabine.com](mailto:beatrice.macdonald@lakebabine.com)

***Only those applicants short-listed will be contacted for an interview.***

The ***Executive Director*** will work out of the Woyenne Office located in Burns Lake, B.C., about 222 km west of Prince George on Highway 16. He / She will be able to enjoy a range of outdoor activities such as hiking, boating, skiing (*Hudson Bay Ski Mountain is 150 km Northwest from Burns Lake*), fishing and more.