



Acadia First Nation

EMPLOYMENT OPPORTUNITY Band Manager

RATE	\$ 80, 000 per year (dependant upon qualifications)/40 hours per week
POSITIONS	One (1) position available
DURATION	Full-Time
LOCATION	Main Administration Office – Yarmouth, NS
ESTIMATED START DATE	September 2021

GENERAL DESCRIPTION

Acadia First Nation is governed as a custom band under the provisions of the Indian Act with established bylaws, policies and procedures. The First Nation's electoral system constitutes an election once every five (5) years with positions for one Chief and eight (8) councillors. Chief and Council elect, are the governing body responsible for making decisions for the overall health and well-being of communities, Elders, youth and families.

Acadia First Nation is unique in its geographical composition, spread throughout the Southwestern regions of Nova Scotia spanning five counties from Yarmouth to Halifax, encompassing six (6) reserves - Yarmouth, Ponhook, Medway, Wildcat, Gold River, and Hammonds Plains, in both rural and urban settings. To support administration and business operations, Acadia First Nation, with supporting staff, provides programs and services within two (2) Health Centres, a Youth Centre, two (2) Community Centres, six (6) administration offices, and six (6) business establishments, including human resources, health, social, economic development, employment, education, housing and maintenance, forestry and fishing.

AFN is currently recruiting for a Band Manager full-time position is responsible for the overall management of AFN administrative operations and associated employees to lead the administration and delivery of all AFN programs and services supporting and fulfilling the needs of all AFN Members and communities in a reasonable, effective and efficient manner.

DUTIES AND RESPONSIBILITIES

- Manage all administrative operations for AFN Programs and Services across locations and communities. Demonstrates leadership, maintaining standards of conduct and sound work ethic, is respectful, flexible, consistent and fair in all aspects of the position
- Lead and collaborate with the AFN administration team for the delivery of AFN Programs and Services to AFN members
- Ensure that all operations are conducted within relevant legislation, by-laws, policies, and procedures.
- Lead the development and implementation of the AFN Strategic Plan
- Coordinate the development and implementation of policies, procedures, programs, and services in the areas of capital, education, health, social services, human resources, culture, environment, physical activity, waste management, day care and business oversight
- Manage all AFN administrative employees, providing mentorship, guidance, accountability and performance management
- Lead, with the support of Human Resources, the annual performance review evaluations, including scheduled check-ins throughout the fiscal year

- Evaluate and monitor, equipment, facility use and maintenance on a regular basis to maintain efficient operations
- Ensure employees establish and maintain appropriate filing and record keeping systems
- Provide oversight for financial operations
- Understand and maintain an accurate knowledge, in collaboration with the CFO, of operational budgets
- Maintain an understanding of all funding requirements, providing reports and supporting documents to the relevant governments and agencies, on time, and as per request
- Maintain knowledge of all government financial legislation, policies and procedures
- Be familiar with Band financial policies, by-laws, and procedures
- Working in collaboration with the CFO, establish and ensure internal financial controls are in place
- Monitor AFN purchasing, tendering and other financial transactions to maintain activities within operational budgets
- Support AFN Chief and Council and administration activities
- Coordinate administrative operations in all AFN offices and across locations
- Attend all AFN Chief and Council meetings, prepare agendas, information and resources for AFN meetings and AFN Council Members, maintain and circulate minutes of AFN Council Meetings
- Support the AFN election process, liaising with the electoral officer and staff of delivery organization
- Act as liaison between AFN Council and AFN Members
- Liaise and address general inquiries from AFN members as appropriate
- Facilitate the exchange of information between AFN Council and AFN Members and, when authorized by AFN Chief and Council, convey AFN Council decisions to the public
- Participate as a representative, on behalf of AFN, in relevant boards, committees and working groups, with Mi'kmaw communities, and other Indigenous organizations, as approved by AFN Chief and Council
- Adhere to all AFN policies and procedures
- Perform other duties as assigned by AFN Chief and Council

QUALIFICATIONS

- Master's or Bachelor's degree with a specialization in management or similar field and
- 10 years of senior management experience in public or business administration
- Understanding of Indigenous cultural and political environments including the roles and responsibilities of Chiefs and Councils
- Previous experience working in a Mi'kmaw community
- General knowledge and understanding of Mi'kmaw culture and heritage
- High degree of integrity and confidentiality is essential
- Proficient knowledge and demonstrated experience in financial budgeting and adherence to financial policies
- Excellent oral and written communication skills, to effectively address employees, establish reports and motions, and manage public relations activities
- Demonstrated experience in the management and supervision of employees
- Previous experience in strategic planning and program development/delivery
- Excellent time and stress management skills
- Conflict resolution and problem-solving skills
- Team leadership and management skills to foster a team environment and successful oversight within multiple locations
- Proficient knowledge and application of Microsoft office suite tools including the operation of spreadsheets and word processing programs, OH&S, First Aid & CPR and WHMIS current or willing to renew
- Criminal Record Check upon hiring
- Must be bondable

Deadline to Apply: August 4, 2021

Submit Cover Letter and Resume to: lmfrancisbeaver@acadiaband.ca **Please quote BANDMANAGER# on your cover letter and indicate your salary expectations for this position.

AFN reserves the right to refuse any and all applications for employment and does not assume candidate expenses related to this recruitment process.

Only candidates selected for an interview will be contacted.