



Job Title: Chief Administrative Officer (CAO)

Location: Paqtnkek Mi'kmaw Nation · Antigonish, Nova Scotia

Employment Type: Full-Time (Permanent)

Application Deadline: April 10th, 2026

Connect to tradition. Shape the future.

About Paqtnkek Mi'kmaw Nation

Established in 1820, Paqtnkek Mi'kmaw Nation is a Mi'kmaq Band situated in the north-eastern region of Nova Scotia, 24 km east of Antigonish. The Community known as Paqtnkek-Niktuek 23, with a registered population of approximately 650 residents.

The word "Paqtnkek", meaning "by the bay", speaks to the deep connection the Mi'kmaw people have with the local bay and its resources. Time-honoured traditions continue to stand strong within the community as members work to revitalize their culture and language — resilient, forward-looking, and grounded in centuries of history.

The Opportunity

Paqtnkek Mi'kmaw Nation is seeking a knowledgeable, collaborative, and proven leader to serve as Chief Administrative Officer. This is a high-impact leadership role with responsibility for overseeing both the day-to-day and strategic operations of the community.

The CAO will lead the senior management team in strategic and community planning, funding and budgeting initiatives, and operations across all administrative departments. The role is central to building the culture, values, and traditions of the organization, while driving social and economic growth for generations to come.

Key Responsibilities

Leadership

- Participate with the Chief and Council in developing a vision and strategic plan to guide the organization forward.
- Advise the Chief and Council on all aspects of the organization's activities: identifying, assessing, and informing on internal and external issues, and recommending solutions.
- Foster an effective, collaborative, and healthy working environment.





- Represent the community at events and activities to enhance the Paqtnekek Mi'kmaw Nation profile.
- Conduct official correspondence on behalf of the organization in collaboration with Chief and Council.

Operations

- Develop and execute an operational plan that incorporates the goals and objectives of the organization's strategic direction.
- Oversee annual review of existing policies and draft new policies and procedures as required for approval by Chief and Council.
- Ensure personnel files are securely stored and privacy/confidentiality is maintained.
- Coordinate meeting agendas and supporting materials for the Chief and Council.
- Establish collaborative working relationships with community groups, funders, government representatives, and other organizations.

Program Planning & Management

- Oversee planning, implementation, and evaluation of programs, services, and special projects, ensuring they align with the organization's mission and Council priorities.
- Monitor day-to-day delivery of programs and services to maintain or improve quality.

Human Resources Management

- Work with departmental directors and HR to determine staffing requirements that support effective program delivery.
- Oversee implementation of HR policies, procedures, and practices in accordance with applicable legislation.
- Coach, mentor, and empower direct reports and team members to improve performance.
- Support recruitment processes, including interviewing and selecting staff as required.

Financial Planning & Management

- Support senior management and Chief and Council in preparation of comprehensive organizational budgets and administer funds accordingly.
- Research funding sources, write funding proposals, and oversee development of fundraising plans.
- Provide Chief and Council with comprehensive, regular reporting on the financial position of the community and economic development ventures

Risk Management

- Identify and minimize liability to the organization's people, property, finances, goodwill, and image, and implement measures to control risks.





Qualifications & Experience

The ideal candidate will bring:

- An undergraduate degree in Business or Public Administration, Finance, Human Resources, First Nations Governance, or Social Sciences, combined with 8–10 years of related experience in a First Nations community — or an equivalent combination of training and experience.
- Demonstrated ability to manage a complex organization including project management, reporting, budgeting, financial management, human resource management, and policy development.
- Broad knowledge of First Nations Governance, the Indian Act, and the Truth and Reconciliation Commission (TRC).
- Knowledge of federal and provincial/territorial legislation applicable to First Nation Communities, including employment standards, human rights, occupational health and safety, taxation, CPP, EI, and health coverage.
- Knowledge of Generally Accepted Accounting Principles (GAAP) and financial management procedures.
- Sound judgement, diplomacy, and strong decision-making abilities.
- Excellent verbal and written communication skills with the ability to build and maintain collaborative relationships across a broad range of stakeholders.
- Flexibility and effectiveness in a changing work environment, grounded in ethical behaviour, confidentiality, and responsible business practices.

What Success Looks Like

The successful CAO will be a collaborative, community-minded individual who can effectively integrate the culture, values, and traditions of the Nation with the strategic vision and goals of the organization. They will bring exceptional communication skills, an open and transparent approach to serving Paqtnkek's people, and a genuine commitment to social, economic, and cultural development.





To Apply:

Interested candidates are invited to submit a resume outlining their qualifications and experience

To: David Kearns, Human Resources Director - Paqtnkek Mi'kmaw Nation

Email: jobs@paqtnkek.ca

Subject Line: Please cite "CAO – Paqtnkek Mi'kmaw Nation" in the subject line.

Or: Deliver in person to the front desk at Paqtnkek Band Office during business hours.

Application Deadline: Friday, April 10, 2026

Paqtnkek Mi'kmaw Nation is an equal opportunity employer and reserves the right to hire a qualified candidate of Indigenous descent if all other qualifications remain equal.

We appreciate all expressed interest in this position; however, only candidates selected for an interview will be contacted. No phone calls, please.

Paqtnkek Mi'kmaw Nation | jobs@paqtnkek.ca | Antigonish, Nova Scotia

