



Ditidaht First Nation

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Chief Administrative Officer Job Posting

Job Title:	Chief Administrative Officer	Job Category:	Permanent Full-Time
Department:	Administration	Rate of Pay:	\$130,000 to \$150,000 per year plus benefits
Location:	Balaats'adt Village, Nitinaht Lake	Posting Date:	September 16 th , 2025
Reports To:	Chief and Council	Closing Date:	Posted until filled.

Organization Overview

Ditidaht First Nation is a vibrant and culturally rich community located at the north end of Nitinaht Lake on Vancouver Island, British Columbia. Our main community, Balaats'adt Village, serves as the administrative center and gateway to the world-renowned West Coast Trail. Committed to preserving our heritage, promoting the Ditidaht language, and fostering growth and development, we aim to provide exceptional services and support to our community and members while embracing the natural beauty that surrounds us.

Position Overview

The Ditidaht First Nation is seeking a dynamic and experienced Chief Administrative Officer (CAO) to lead the administration and operations of the Nation. Reporting directly to Chief and Council, the CAO provides strategic oversight, leadership, and guidance to support the implementation of community priorities, programs, services, and policies. The CAO will steward the Nation's human, financial, and physical resources and ensure the efficient and effective functioning of departments, while fostering a collaborative, culturally grounded, and results-oriented organizational culture.

This is an opportunity to help build and implement Nation-led governance systems rooted in self-determination, transparency, and accountability. The CAO will be instrumental in supporting Nation building, planning, capital projects, intergovernmental relations, and workforce development. The location of work will be hybrid/flexible - work from home and work from the Administration office in Malachan – the main Village at Nitinaht Lake.

Key Responsibilities

- **Executive Leadership & Governance**
 - Provide visionary leadership and manage the overall administration of Ditidaht First Nation.
 - Collaborate with Council to develop, implement, and review strategic goals and governance policies.
 - Uphold transparency, accountability, and community values in all aspects of administration.

- **Strategic Planning & Resource Management**
 - Lead long-term planning initiatives that integrate economic development, cultural preservation, and environmental stewardship.
 - Oversee the allocation and management of financial, human, and physical resources.
 - Ensure that planning processes reflect our core belief that every individual is inherently creative and resourceful.

- **Financial Oversight & Accountability**
 - Supervise budget development, financial reporting, and internal controls to maintain fiscal integrity.
 - Monitor expenditures, secure funding agreements, and ensure the effective use of community resources.
 - Collaborate with finance teams to align spending with strategic priorities and cultural values.

- **Human Resources & Organizational Development**
 - Direct the recruitment, training, and professional development of staff, fostering an inclusive and supportive work environment.
 - Mentor leaders within the organization by integrating practices that emphasize emotional intelligence and team alliance.
 - Promote a culture of continuous improvement and strategic pacing to ensure sustainable growth.

- **Communication & Community Engagement**
 - Serve as the primary liaison between Council, community members, government bodies, and external partners.
 - Oversee public relations, ensuring that communications reflect our cultural heritage, transparent practices, and forward-thinking vision.
 - Facilitate community consultations and partnerships to ensure that all initiatives are aligned with community needs and aspirations.

- **Policy Development & Regulatory Compliance**

- Guide the development, review, and implementation of policies, bylaws, and legal instruments in line with Ditidaht governance.
- Ensure that all administrative practices comply with applicable standards, Indigenous protocols, and relevant legislation.
- Lead initiatives that integrate modern governance practices with traditional values.
- **Innovation & Continuous Improvement**
 - Identify and implement innovative solutions to improve organizational effectiveness.
 - Foster a culture that values adaptability, creative problem-solving, and strategic innovation.
 - Champion the integration of traditional practices with contemporary management approaches.
- **Other Duties**
 - Represent the Nation in intergovernmental meetings and external forums.
 - Support special projects, community events, and initiatives that enhance cultural and economic prosperity.
 - Perform other duties as assigned, ensuring a proactive and adaptive approach to emerging challenges.

Key Skills

- **Leadership & Strategic Vision:** Demonstrated ability to lead at an executive level with a clear, strategic vision that aligns with community values.
- **Financial Acumen:** Strong expertise in financial management, budget oversight, and resource allocation.
- **Cultural Competence:** Deep understanding of Ditidaht culture, language, and traditions, with a commitment to preserving and promoting our heritage.
- **Emotional Intelligence:** High level of self-awareness and interpersonal skills to manage diverse teams and sensitive community relationships.
- **Adaptability & Innovation:** Ability to integrate modern governance practices with traditional wisdom, emphasizing adaptability and creative problem-solving.
- **Communication:** Exceptional written and verbal communication skills, with the ability to represent the Nation in diverse forums.
- **Analytical & Organizational Skills:** Proven ability to analyze complex problems, develop practical solutions, and manage multiple priorities.

Qualifications

- A university degree in Public Administration, Business, Law, Indigenous Governance, or a related field. A master's degree is an asset.
- 5–10 years of senior leadership experience in First Nations administration, government, or non-profit sectors.
- Proven record of effective financial management, strategic planning, and organizational leadership.
- Demonstrated experience working within Indigenous communities or organizations.
- Strong interpersonal skills with a track record of building collaborative relationships across diverse stakeholder groups.
- Familiarity with Indigenous Services Canada (ISC), Crown-Indigenous Relations, or related regulatory bodies.
- An acceptable combination of education, experience, and demonstrated cultural sensitivity will be considered.
- *Note: We encourage applications from individuals whose backgrounds may not align perfectly with the qualifications listed but who bring a unique perspective and experience to the role.*

Other Requirements

- Valid Class 5 driver's license.
- Clear Criminal Record Check and Vulnerable Sector Check (available upon request).
- Willingness to be office-based in the Nitinaht Lake community.
- Flexibility to travel as required.
- Ability to work occasional evenings or weekends for special events.

Core Competencies & Personal Characteristics

Core Competencies

- **Holistic Thinking and Stewardship:** Understands the interconnectedness of community, environment, and cultural heritage; cares for the Ditidaht people and natural environment to promote overall well-being and sustainability.
- **Cultural Pride and Knowledge:** Values, upholds, and actively promotes Ditidaht traditions, language, and heritage, fostering a strong sense of identity and continuity among community members.

- **Adaptability and Innovation:** Integrates traditional practices with modern advancements, demonstrating resilience, flexibility, and creativity in adapting to change and managing multiple priorities.
- **Community Engagement and Collaboration:** Actively contributes to the community's well-being through strong relationships, teamwork, and participation in initiatives and events.
- **Effective Communication and Respect for Diversity:** Communicates ideas clearly and appreciates diverse backgrounds and perspectives, fostering inclusivity and meaningful interactions.
- **Economic & Wellness Initiative:** Proactively identifies opportunities that drive economic growth and community wellness, while respecting cultural values and environmental stewardship.
- **Client Service Excellence and Hospitality:** Delivers high-quality, responsive service; welcomes and shares resources generously, reflecting the Ditidaht tradition of hospitality.

Personal Characteristics

- **Respectful and Empathetic:** Honors individuals, traditions, and the community; understands and shares the feelings of others, fostering a supportive and inclusive environment.
- **Committed and Accountable:** Demonstrates dedication to community goals; takes ownership of tasks and obligations, ensuring dependability and responsibility in all duties.
- **Resilient and Energetic:** Maintains a positive attitude during challenges; adapts effectively to setbacks; displays enthusiasm and passion while maintaining productivity and balance.
- **Honest and Transparent:** Upholds truthfulness and openness, building trust through integrity in all actions.
- **Culturally Grounded:** Respects and appreciates cultural and spiritual traditions; shows a willingness to engage in cultural activities and incorporates cultural practices into work and community engagement.
- **Proactive and Innovative:** Acts as a self-starter who takes initiative; embraces creativity and new ideas to address challenges with minimal supervision.

Hours of Work

- 8:30 am – 4:30 pm, Monday to Friday

- Hybrid work location; Mix of work from home and from the Administration office, in Malachan – the Main Village at Nitinaht Lake. (schedule in person to be determined)

Salary and Benefits

- Competitive wage based on experience and qualifications \$130,000 to \$150,000 per year plus benefits
- Benefits package include: vehicle use, housing accommodations, medical, dental, health, and pension benefits
- Total compensation could reach up to \$190,000 depending on negotiated benefits
- Opportunities for professional development and training.
- Paid time off and sick leave.

Application Process

This posting will close when the position is filled. **Apply by sending your cover letter, resume, proof of educational credentials, and contact information for three professional references to:**
Email: hr@ditidaht.ca

Ditidaht First Nation is committed to employment equity and welcomes diversity in the workplace. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

General Contact Information

Ditidaht First Nation Administration Office	Phone: 250-745-3333
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Port Alberni, BC V9Y 7M8	Website: https://nitinaht.com/

Join our team and play a pivotal role in steering the future of Ditidaht First Nation through innovative leadership, cultural stewardship, and community-driven governance. We are excited to welcome a leader who is as committed to our heritage as they are to building a resilient, adaptive, and thriving Nation.