



Chief Administrative Officer

July 2024

Ditidaht First Nation is a vibrant and culturally rich community committed to preserving our heritage while fostering growth and development. We aim to provide exceptional services and support to our community and Ditidaht members.

Position Overview

We are seeking an experienced and dynamic Chief Administrative Officer (CAO). Reporting directly to Chief and Council, the CAO is responsible for the overall coordination, reporting, administration, implementation, evaluation, and recommendation for improvement of policies and procedures toward effective and efficient governance. The CAO is driving strategic planning initiatives in alignment with Ditidaht's Mission, Vision, and Values. Working closely with Chief and Council, your oversight and leadership will assist and guide staff to effectively execute short-term and long-term goals and objectives essential to the well-being and advancement of Ditidaht members and community.

Key Skills:

- Organizational leadership, strategic planning, teambuilding, establishing and maintaining relationships, and conflict resolution with sound judgement
- Oversee financial management, including budget allocation and monitoring, audits, and reporting
- Innovative and analytical thinking with strong business acumen
- Responsible for human resource management, organizational restructuring, capacity building, socio-economic transformative change, and community and membership engagement
- Effective planning, coordinating, setting and achieving goals, meeting deadlines, and reporting
- Excellent written, verbal and non-verbal communication one-on-one, small and large groups
- Skilled with computer software including Microsoft Office skills (MS Word, Excel, Outlook, PowerPoint)
- Demonstrated project management and ability to write clear and convincing proposals

Qualifications:

- Experience working in with First Nation communities or organizations preferred
- Bachelor's or master's degree in business, public administrator, or other related field
- Minimum 5 years' in senior administrative experience, preferably in a First Nation or social-serving sector
- An acceptable combination of education and experience may be considered
- Be willing to have office work based in Nitinaht Lake community with a valid class 5 driver's license
- A Criminal Record Check and Vulnerable Sector Check, available upon request

Competitive wage based on experience and qualifications. This posting will close when the position is filled.



Apply by sending your cover letter, resume, and contact information for three references to:

Email: reception@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.



Ditidaht First Nation