



Deputy Administrator

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 Deputy Administrator (DA). Reporting directly to the Chief Administrative Officer, the DA's primary objective under this agreement in driving strategic planning initiatives in alignment with Ditidaht's Mission, Vision, and Values. Working closely with the Chief Administrative Officer, your leadership will be instrumental in assisting in oversight and guiding staff to effectively execute short-term and long-term goals and objectives essential to the well-being and advancement of the Ditidaht members and community.

Key Skills:

- Excel in capacity building, strategic planning, organizational leadership, teambuilding, establishing and maintaining relationships, and conflict resolution with sound judgement
- Strong financial management, including budget allocation and monitoring, audits, and reporting
- Innovative and analytical thinking with strong customer service acumen
- Skilled human resource management, organizational restructuring, capacity building, socio-economic transformative change, and community and membership engagement
- Planning, coordinating, setting and achieving goals, meeting deadlines, and reporting
- Written, verbal and non-verbal communication one-on-one, small and large groups
- Computer software including Microsoft Office skills (MS Word, Excel, Outlook, PowerPoint)
- Project management and ability to write clear and convincing proposals

Qualifications:

- Experience working with First Nation communities or organizations preferred
- Bachelor's or master's degree in business, public administrator, or other related field
- Minimum 5 years' management experience, preferably in a First Nation or social-serving sector
- An acceptable combination of education and experience may be considered
- Willing to be office-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 benefits, and salary based on experience and qualifications. This July 2024 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