



DA'NAXDA'XW/AWAETLALA NATION

Tsatsisnukwomi Village, Harbledown Island

Box 330, Alert Bay, BC, V0N 1A0
Phone: (250) 974-2703 • Fax: (250) 974-2706
E-mail: tribaladmin@danaxdaxw.com

Job Posting: Band Office Administrator

Permanent full time, start date ASAP

Applications accepted until July 8, 2019

The Da'naxda'xw/Awaetlala Nation is seeking the services of a motivated and innovative individual for the position of Band Administrator. Our office is located in our village Tsatsisnukwomi (aka New Van) on Harbledown Island. Shared accommodation is available until our new administrator chooses to build a home of their own at the village.

Working with and receiving direction from our Chiefs Council, our Administrator is responsible for supervising the day-to-day operations of the band and its programs. As the senior staff member of the Band Office this person is accountable to the Chiefs Council and our membership for effective supervision and functioning of our staff.

The person we are looking for will have a combination of relevant education (Business Management or others) and experience in this or a similar position. This person should have a range of skills such as being a self-starter, multitasker, and be familiar with finances, proposal writing and reporting.

In addition to management of office functions & staff, we have programs for the village, and there needs to be consideration of our families living in the Whe-La-La-U Area (Alert Bay) and membership that live across Vancouver Island and into several other provinces and beyond.

If you are looking for a demanding, challenging and rewarding position that will test and likely add to your political, administrative, and people skills then please write to:

Da'naxda'xw/Awaetlala Nation
ATTN: Ruby Mannila

BOX 330,
ALERT BAY BC
V0N 1A0

Or

Send fax: 250-974-2706

Or

Email: tribaladmin@danaxdaxw.com

Please include salary expectation and three references.

Only applicants chosen for an interview will be contacted.