



## KIASHKE ZAAGING ANISHINAABEK

In keeping with the growing needs of Kiashe Zaaging Anishinaabek, Gull Bay First Nation invites resumes for the position of the **First Nations Administrator** (previously referred to as Band Manager).

The successful candidate will perform a variety of administrative duties for Chief and Council, for members and project partners, and for the senior management of Kiashe Zaaging Anishinaabek (Gull Bay First Nation). Employment is permanent, full-time, and is carried out Monday through Friday in Gull Bay.

The Band Manager will be responsible for strategic planning for the effective delivery of all programs and services offered by the First Nation. He/she will manage financial operations, delivery of band programs and services, supervise band staff, provide band council support and administration, and perform other duties as required.

The Band Manager will have knowledge and experience in financial management, human resource management, program management and delivery, program evaluation, understanding of provincial and federal legislative authorities that are active to band management affairs (i.e. INAC), and understanding of the northern cultural and political environment in which KZA Gull Bay First Nation operates.

The successful candidate will demonstrate skills in the following areas: team leadership, management, finances, human resources, contract management, strategic planning, analysis and problem solving, decision making, negotiation, computers, communication, research, and stress and time management.

For a complete job description including compensation details, please forward your indication of interest to Chief Wilfred King at [gullbayhr@gmail.com](mailto:gullbayhr@gmail.com). **Resumes will be accepted until 5 pm on Monday, September 20th** and may be sent by fax to (807) 982-0009 or by email to [gullbayhr@gmail.com](mailto:gullbayhr@gmail.com).

Miigwetch to all who apply but only applicants that are selected for interview will be contacted.