

# EMPLOYMENT OPPORTUNITY

Released: **April 22, 2022**  
Fort Liard, Northwest Territories



## Assistant Band Manager

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### BACKGROUND

Acho Dene Koe First Nation, a signatory to Treaty 11, represents descendants of the Dene of the Dehcho. Our main community is the Hamlet of Fort Liard; however, our membership resides throughout Canada. Our Band has a membership population of approximately 700 with approximately 20% of those living beyond our traditional territory.

### POSITION SUMMARY

Reporting to and under the supervision provided by the Band's Advisor & Acting Band Manager, Acho Dene Koe First Nation is seeking applications from persons with interests in the position of **Assistant Band Manager**.

The **Assistant Band Manager** supports the delivery of programs and services including the oversight of all programming staff located in the band office. The Assistant Band Manager aids in ensuring all operations are conducted in a respectful and responsible way.

As a person deemed to be an understudy to be the Band Manager, the Assistant Band Manager will take direction from Band's Advisor to ensure all decisions and actions meet the relevant legislation, policies, and procedures that govern Acho Dene Koe First Nation and any other Laws enacted by the Council of Acho Dene Koe First Nation from time to time.

The **Assistant Band Manager** will have direct report responsibilities related to community programming for social development, community wellness, and the First Nation's restorative justice program. The person will also aid in supporting the Lands and Economic Development Offices in the arranging for short-term employment management for members of Acho Dene Koe First Nation.

### CORE DUTIES AND RESPONSIBILITIES

- Attend Band Council meetings as called upon, including Member General Meetings.
- Provide access to members, supporting Council to being the primary in-office person for questions fielded by members and then direct to the appropriate level for response.
- Work to ensure staff are following both the strategic plan and the comprehensive community plan.
- Provide oversight in the development of proposals for funding, review proposals for accuracy of budget.
- Provide oversight of human resources including completion of employee performance evaluations for probationary and annual evaluations including a training and development plan.
- Manage the planning, implementation and evaluation of the organization's programs and services that are directly the responsibility of the position.
- Ensure legal compliance in all areas of operations; creates a safe and healthy work environment and ensures compliance with all employment legislation.
- Support systems and checks to ensure the security of facilities and equipment; collaborates with team to create recovery plans for disaster scenarios.
- Support the evaluation of Band programs and services to ensure the programs and services are meeting the needs of the membership and the community of Fort Liard.
- At the request of Advisor, represent the First Nation at meetings of regional, territorial/provincial, and federal in nature.
- Under the direction of the Advisor, supports the oversight of the day-to-day management of the general administration affairs.

### PROFESSIONAL CERTIFICATION, EDUCATION AND EXPERIENCE:

- Preference would be a background in business administration, entrepreneurship, or related field with a combination of relative experience and post-secondary education.
- 2+ years' experience of human resource management experience preferably in senior management role with an Indigenous organization(s)
- Class 5 Drivers License and proficiency in Microsoft Office Suite (Outlook, Word, Excel).

**Skills, Knowledge & Abilities - What you bring to the role:**

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- Conflict Resolution - Brings conflict into the open at the earliest opportunity to arrive at constructive solutions while maintaining positive relationships
- Relationship Building - Develops strong, cooperative relationships with internal and external partners, customers, clients, and colleagues to build long term relationships that foster collaboration and partnership
- Innovation - Tries to improve performance or operational activities by trying new things, finding new ways of doing things and looking for improvement

**Qualified applicants are invited to submit their resume along with a covering letter to Boyd Clark, Advisor/Acting Band Manager via email to: [administration@adkfirstnation.ca](mailto:administration@adkfirstnation.ca)**

This opportunity is open for receipt of applications until **4:00 p.m. (MST) Friday, May 20, 2022**. We thank all applicants for their interest, however, only those candidates selected for an interview will be contacted.