



## **Employment Opportunity**

**Job Title:** Band Manager

**Location:** Corner Brook, NL.

**Qalipu First Nation** is currently accepting applications for the position of Band Manager. The Band achieved recognition under the Indian Act in 2011 and currently represents 24,474 members in nine (9) geographical wards. The Band has four (4) offices located in Corner Brook, St. George's, Glenwood and Grand Falls-Windsor. It offers programming and support in health, tourism development, education, economic development, natural resource conservation and culture and heritage.

**Job Description and Requirements:** Reporting to the Chief and Council, the Band Manager will be responsible for overseeing day to day management, administration and delivery of all Band programs and services for all four (4) office locations in meeting the objectives of Qalipu First Nation on behalf of its members.

### **Duties and Responsibilities:**

The Band Manager shall:

- Act as liaison between administration and Band Council and serve in an advisory role to the Band Council on all aspects of the organizations activities.
- Have responsibility for operational and management planning, budgeting, implementing the Band's Strategic Plan and directing human resources and financial planning.
- Oversee all programing including health, education, administration and community economic development.
- Act as a liaison and maintain relationships with external agencies, in particular the important relationship with Indigenous and Northern Affairs Canada.
- Develop and maintain community relationships with a variety of stakeholders and provide support for cultural and community initiatives.

### **Qualifications:**

- As a minimum the successful candidate shall have completed an undergraduate degree in business, management or relevant field with a strong financial background.

- Preference will be given to candidates who have completed graduate programs in the areas of business, public administration or related disciplines.
- Possess a minimum of five years of senior management experience preferably in a First Nations organization or similar capacity.
- Have a broad knowledge of First Nations governance.
- Demonstrated ability to manage a complex organization including reporting, budgeting, financial management, human resources and policy development.
- Possess effective leadership skills required to direct, develop, empower and inspire a senior management team.
- Sound judgement, diplomacy and decision making abilities.
- Excellent verbal and written communication skills combined with the ability to build and maintain strong relationships with a wide range of stakeholders.
- Proficiency using Microsoft Office Suite.

**Working Conditions:** This position is office based. The duties are predominantly met during regular business hours.

**Salary:** Commensurate with education, qualifications and experience.

**Please Note:** Diplomas/Certificates for Post-Secondary Education and Training are required. Please indicate it in your letter if you are a member of the Qalipu First Nation Band.

The successful applicant will be required to provide a Certificate of Conduct/Criminal Records Check from a local police agency or the RCMP prior to commencing employment with the Band.

**Apply:** If you are interested in this fast paced and dynamic management opportunity, please apply with resume, cover letter, copies of diplomas and certificates and three current business references to:

Qalipu First Nation  
Attention: Executive Committee  
3 Church Street  
Corner Brook, NL A2H 2Z4

Or e-mail: [executivecommittee@qalipu.ca](mailto:executivecommittee@qalipu.ca) with **subject line** "Band Manager"

**Deadline for application submission:** Friday, September 16, 2016 at 12:30 PM.

**We would like to thank all applicants who apply; however, only applicants selected for an interview will be contacted.**