



JOB POSTING – Chief Administrative Officer

About the position

Position	Chief Administrative Officer
Reports to	Executive Council
Start Date	ASAP
Status	Full time, permanent
Location	Ucluelet, BC

Summary

The Toquaht Nation is seeking an accomplished and passionate Chief Administrative Officer (CAO) to lead our team on Vancouver Island in beautiful Ucluelet, BC. As the most senior role in the organization, you are highly dedicated to capacity building among Indigenous people, taking a human centered and culturally aware approach to leadership that focuses on supporting people to achieve their fullest potential. You will provide tactical leadership and overall policy direction to personnel, play a crucial role in managing the day-to-day operations of government offices, operationalize long-term strategic plans across all departments, foster community and economic development, and promote Toquaht culture values.

This is an exciting and continually evolving opportunity to make a positive impact and contribute to the growth and prosperity of our organization and community.

Who we are

We are situated on the western shores of Barkley Sound on the West Coast of Vancouver Island, BC and are proud to be a modern treaty government. Known as the $\text{t}\acute{\text{u}}\text{k}^{\text{w}}\text{aa}\text{?a}\text{th}$ (Toquaht People), we are a resilient people dedicated to the development of our Nation while honouring the teachings of our ancestors and safeguarding our $\text{h}\text{aah}\text{uuti}$ (traditional territory).

The Toquaht Nation's vision is of a healthy community where $\text{mas}\acute{\text{c}}\text{im}$ (citizens) can fulfill their social, spiritual, and economic needs. Guided by our ancestors and rooted in our traditions, we draw strength from our connection to our guiding principles:

- ☐ $\text{hi}\acute{\text{s}}\text{ukma } \acute{\text{c}}\text{awaak}$ – Everything is one
- ☐ $\text{q}^{\text{w}}\text{aa}\text{?a}\text{lin } \acute{\text{c}}\text{awaak}$ – How we are one
- ☐ $\text{?uu}\text{?a}\text{tuk}$ – Taking care of one another
- ☐ ?iisaak – Highest respect



Maa-nulth Treaty

The Toquaht Nation, together with [Huu-ay-aht](#) First Nations, [Ka:'yu:'k't'h'/Che:k'tles7et'h](#) First Nations, [Uchucklesaht](#) Tribe, and [Yuuʔuʔiʔʔath](#) (Ucluelet First Nation) negotiated and entered into the Maa-nulth Treaty, a tripartite agreement with Canada and BC which took effect on April 1, 2011.

The Treaty recognizes each Maa-nulth First Nation as a third order of government within the Canadian Constitution, alongside the federal and provincial governments. Since the effective date, the Indian Act no longer applies to the Maa-nulth First Nations. We are no longer “bands” governed by the Indian Act, and we no longer live on “reserve lands set aside for our use and benefit”. Instead, we are self-governing Nations with authority and jurisdiction over treaty settlement lands, representing about 1800 hectares of coastal land for Toquaht, including 196 hectares of former reserve land.

The Treaty recognizes a broad range of rights and interests for the Maa-nulth First Nations, including land rights, harvesting rights, cultural rights, and numerous law-making authorities. While all five Maa-nulth First Nations belong to the broader nuučaanh (Nuu-chah-nulth) linguistic group, each has a distinct history, customs, traditions, and dialect. Correspondingly, the Treaty recognizes each Maa-nulth First Nation as an independent government with distinct governance structures and laws, the sovereignty to determine citizenship, and the responsibility to design and deliver programs and services to citizens. Further, the Treaty provides a blueprint for reconciliation and is a foundation for Toquaht Nation’s ongoing and evolving relationship with its treaty partners, British Columbia and Canada.

Our Nation has been implementing the Treaty for over 12 years and is at a critical and exciting stage in the development and growth of our government and community. The CAO has a role to play in the whole of government—a unique opportunity for a dynamic leader with a broad range of skills and competencies.

What we offer

The Toquaht Nation government has a unique and special administration that seeks to honour and uphold Toquaht culture, values, history, and self-governing responsibilities. We strive to provide accountable and transparent governance and serve Toquaht citizens with honesty and integrity. Along with the opportunity to lead and work alongside a compassionate like-minded team, we provide a generous compensation package which includes:

- ☐ Salary range of \$115,000 - \$150,000/year
- ☐ 4-week vacation entitlement to start
- ☐ Annual paid office closure over the winter holidays



- ☐ 15 observed statutory holidays
- ☐ Professional Development and Cultural Leave
- ☐ 15 days of wellness leave annually
- ☐ Generous health and benefits program that is 100% Nation sponsored

What you will do

- ☐ Provide strategic leadership and manage the overall operations of the government, ensuring the efficient and effective delivery of programs and services to *tuk'waaʔath*.
- ☐ Collaborate with the Executive Council to develop and implement the Nation's strategic plans, policies, and objectives.
- ☐ Provide advice to the Chairperson of Council and the Executive.
- ☐ Draft and present technical briefing materials to the Council, Executive, its Committees, and the People's Assembly to facilitate sound decision making and operationalize the implementation of those decisions.
- ☐ Oversee the Nation's financial management, including budget preparation, expenditure control, and financial reporting.
- ☐ Develop and maintain positive relationships with government agencies, funding bodies, and external stakeholders to secure funding and support for Nation initiatives.
- ☐ Act as a liaison between the Nation and external organizations, fostering effective communication and promoting a sense of unity.
- ☐ Collaborate with other Modern Treaty Nations and partners to support the full and sufficiently funded implementation of the Treaty.
- ☐ Lead, coach, mentor, supervise, develop, and provide guidance to employees, ensuring their professional development and adherence to policies and procedures.
- ☐ Support the development and implementation of economic development initiatives that promote self-sustainability and enhance the Nation's financial resources.
- ☐ Develop, oversee, and administer contracts and agreements entered into on behalf of Toquaht Nation.
- ☐ Facilitate community engagement and involvement in decision-making processes, ensuring transparency and inclusivity.
- ☐ Lead and manage institutional change.
- ☐ Ensure compliance with relevant legislation, regulations, and agreements affecting the Nation's operations.

Qualifications: education and experience

- ☐ Graduate Degree in the field of political science, public policy, business administration, leadership, resource management, or relevant field.
- ☐ Proven leader with 5-7 years of management experience with demonstrated leadership capacity for directing staff and working with professionals at all levels.



- ☐ Undergraduate degree with sufficient, relevant work experience may be considered.
- ☐ Indigenous ancestry preferred, along with an understanding of Toquaht cultural beliefs and customs.
- ☐ Well-developed knowledge of the Toquaht Nation, its community, culture, heritage, lands, natural resources, and interests.
- ☐ Strong understanding of the Maa-nulth Treaty and of Toquaht Nation laws.
- ☐ Comprehensive knowledge of Indigenous cultures and protocols, federal and provincial governance structure, laws and policies, especially as they relate to modern treaty governments.

Skillsets and competencies

- ☐ Strong knowledge of accounting procedures, fiscal responsibility and budget management.
- ☐ Excellent analytical and problem-solving skills.
- ☐ Superb financial, governance and business acumen.
- ☐ Ability to comprehend and address complex political situations and matters of legal compliance.
- ☐ Excellent written and verbal communication skills.
- ☐ Strong sense of ethics and the ability to keep sensitive information confidential.
- ☐ Ability to clearly and diplomatically communicate with all levels of government and with diverse stakeholders.
- ☐ Critical and creative thinking with a strength-based, solution orientated mindset.
- ☐ Strong project management skills; ability to address diverse project needs associated with the development of community services and infrastructure.
- ☐ Strong interpersonal skills; highly capable of building relationships and collaborating with diverse interest groups in private/public business sectors and government.
- ☐ Stress management skills.
- ☐ Valid driver's license and ability to travel within Canada as required.
- ☐ Valid vulnerable sector check and education verification.

For more information and to apply:

If you are aligned with our values and are committed to supporting our community, please submit your resume and cover letter by December 15, 2023 at 5:00 pm PST to careers@jouta.com, with the position title in the subject line.

We encourage applicants to submit a cover letter and resume as soon as possible, as they will be reviewed on an ongoing basis. We thank all applicants for their interest; only those selected for an interview will be contacted.

Persons of Indigenous ancestry will be given preference. s16(1) CHRA.