



## Employment Opportunity **ASSISTANT GENERAL MANAGER**

Reference No. CT-ADM-AGM-0919

**Purpose:** Cowichan Tribes seeks an Assistant General Manager who has a well-developed understanding of business management and self-governance. The incumbent will provide assistance to the General Manager and support on various initiatives, projects, and programs as assigned to ensure programs and the affairs of Cowichan Tribes are managed effectively, efficiently, and within established policy including the Financial Law, Chief & Council Directives, legislation, and guidelines while demonstrating a high degree of respect and sensitivity to Cowichan culture, customs and values.

### **Responsibilities:**

- Responsible for communication needs of Cowichan Tribes and oversight of a communications plan for media engagement/relations, community information sharing, and press releases etc.
- Oversee the Cowichan Tribes' Communications Strategy; communication with community, stakeholders, and partners
- Lead various initiatives under Cowichan Tribes Strategic and Operational Plans as well as assigned projects and programs
- Analyse, research and provide support and input to the development and implementation of processes; present recommendations to the General Manager and / or committees as directed
- Remain current with financial and departmental processes, directives and changes; research and analyse best practices as directed and make recommendations to the General Manager for planning and organization
- Reporting at Annual General Meetings and Annual Audit Meetings with community as required
- Provide support and assistance to management and staff as directed by the General Manager
- General Manager designate as directed
- Other duties as directed

### **Required Education and Experience:** *(please attach all corresponding documents)*

- Minimum 5-years' progressively more responsible administrative and general business management in progressively larger and more complex First Nations band or other similar organization is required
- Post-Secondary Bachelor's Degree in the field of Business Administration or Leadership is required; Master's Degree preferred
- Significant experience working for a political body and demonstrated ability to provide timely and accurate advice on a wide variety of issues
- Experience overseeing, monitoring, and / or managing the implementation of various initiatives, program changes, and projects
- Experience in journalism or communications considered an asset

### **Required Skills, Knowledge and Abilities:**

- Competency in working with a multifaceted leadership team
- Knowledge of self-governance and ability to demonstrate cultural sensitivity
- Knowledge of conflict management and appeals processes and ability to respond to conflicts in culturally sensitive manner
- Knowledge of the Indian Act, related legislation, policy development, and implementation processes
- Demonstrated supervisory/management skills and implementation of policy
- Demonstrated ability to operate a PC and related software programs including MS Office Suite programs, Publisher etc.
- Excellent oral, written, communication, and problem solving skills
- Excellent knowledge of business analysis techniques, practices, and methods
- Develop and foster good working relationships with Cowichan community members, general public, and other stakeholders

*Interested applicants are invited to submit a current resume and a detailed cover letter clearly stating how you meet the qualifications listed in the job posting. Please reply to the undersigned, quoting the reference number and position title.*

**Attention:** Human Resources Department, Cowichan Tribes

**Reference No.** CT-ADM-AGM-0919

**Email:** [resume@cowichantribes.com](mailto:resume@cowichantribes.com)

**Website:** <http://www.cowichantribes.com/employment>

**Deadline:** 4:00 p.m. Thursday, October 10, 2019

*Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry.*

*We thank all applicants in advance but only those selected will be contacted.*