



KTUNAXA  
NATION

*We invite you to apply for the position of...*

**Ktunaxa Nation Council  
Chief Administrative Officer (CAO)**

*The Ktunaxa Nation is characterized by the spirit of courage, initiative, innovation, perseverance, and leadership that it has brought to the work of preserving and protecting both the past and the future of its people. This has been accomplished through the exceptional commitment and vision of its human resources. It is therefore expected that employees who represent the Ktunaxa Nation will be committed to honouring the spirit of the Nation's work by putting their best into all that they do and by conducting themselves at all times ethically, professionally, and respectfully.*

The Ktunaxa Nation Council has an opportunity for a CAO in Cranbrook BC. Directed by Ktunaxa Leadership, the opportunity is well suited to someone who is knowledgeable and experienced in strategic leadership, organization administration and working with First Nations and their citizens. The CAO leads a team of Directors that will advance the quality and effectiveness of the KNC services provided to Ktunaxa Citizens and the four Ktunaxa First Nations and contribute to positive outcomes for Ktunaxa Citizens.

This is a full-time permanent position with full benefits.

Key Responsibilities:

The CAO has the complex role of overseeing an organization that must engage with the four Ktunaxa First Nations, Elders, Knowledge Holders and Ktunaxa citizens while developing and implementing strategic and annual work plans. The CAO is responsible for the administration of the following KNC Sectors and supporting areas:

- Core Services – Provide comprehensive services to the organization in the areas of communications, information technology, and facilities.
- Economic Investment – Development of a robust business community and the establishment of a diversified economy where Ktunaxa interests play a major role, and creating an autonomous revenue base to benefit the Ktunaxa Nation.
- Education and Employment – to cooperatively support and empower Indigenous people in reaching their full potential, achieving self sufficiency and overall desired quality of life.
- Lands and Resources – Establish and maintain the long term integrity of Ktunaxa lands and resources, build and maintain the Ktunaxa relationship to the land and generate the revenue needed to invest in social and cultural programs.
- Social Investment – Deliver health and wellness strategies, programs and services to ensure Ktunaxa people have the best possible opportunity to be “Strong healthy citizens and communities”.
- Traditional Knowledge and Language – Ensure that Ktunaxa people have the best possible

opportunity to “speak their language and celebrate who they are and understand their history in the their ancestral homeland”.

- Finance – Build, implement, and maintain the KNC financial platform that provides professional financial direction, leadership, controls and expertise in support of organizational goals.
- Human Resources – Develop an employee-oriented organizational culture that emphasizes quality, high performance, continuous development, collaboration, empowerment, talent attraction, retention, and development plus the integration of Ktunaxa cultural traditions into HR management approaches.

Key Requirements:

- University degree or equivalent education and experience, master’s degree preferred
- CAO role experience preferred, 5 years of senior management minimum, in a First Nations setting with interaction with various government ministries and organizations, and resource industries
- Significant knowledge of and appreciation for the culture, values and political objectives of the Ktunaxa Governments
- Cultural agility, the ability to work respectfully, knowledgeably, and effectively
- Systems approach to managing, supportive of staff, able to effectively delegate
- High level of professional communication skills required to speak in public, mediate, negotiate, and influence, and to write reports, briefings, policies, procedure, and best practices
- Demonstrated effectiveness in creating a positive culture within an organization
- Ability to maintain a high level of professionalism in all aspects of the position

Interested candidates are asked to submit a cover letter and resume to [KNC-HR@ktunaxa.org](mailto:KNC-HR@ktunaxa.org).

*The closing date for this opportunity is **July 12, 2024**.*

*We thank all applicants for their interest. However, only those selected for interviews will be contacted.*

**The Ktunaxa Nation Council is committed to providing and maintaining a safe and healthy work environment for all Employees, Ktunaxa First Nations, and the Citizens that we serve. Proof of Covid Vaccination is required as per the KNC Vaccination Policy.**

**Ktunaxa candidates are encouraged to apply. All qualified candidates will be reviewed, however preference will be given to Aboriginal applicants.**