



PATHWAYS
EXECUTIVE SEARCH



Chief Administrative Officer



H AISLA
NATION

About Haisla Nation

The Haisla Nation serves as the band government for the Haisla people, committed to fostering a powerful, prosperous and proud community, healthy in mind, body, and spirit.

The Haisla, whose name means “dwellers downriver,” have called their traditional territory home since time immemorial. Today, the heart of the Haisla community is Kitamaat Village, located at the head of the Douglas Channel in British Columbia. Approximately 700 of the Nation’s 2023+ members reside in Kitamaat Village, while others live in Kitimat, Terrace, Prince Rupert, the metro Vancouver area, and the United States.

Today’s Haisla Nation is an amalgamation of two historic bands – the Kitamaat people of the Douglas and Devastation channels and the Kitlope people of the upper Princess Royal Channel and Gardner Canal. Neighbouring nations include the Heiltsuk and Wuikinuxv bands of the Coast Tsimshian peoples.

For generations, the Haisla have depended on the land and waters of the Douglas Channel for sustenance, shelter, and livelihood. This deep connection endures today, as protecting these vital resources for future generations remains a central commitment of our people. The land and waters are not only the source of our survival but also the foundation of our culture and identity, linking our past to our future.

The Haisla social systems is rooted in matrilineal clans, with each clan led by a hiḿ áas (hey-maus: chief) and músmeziḥ (moos-moo-gheethl: matriarch). The current clans include Beaver, Eagle, Killer Whale/Black Fish/Salmon. Historically, the Crow, Frog, and the Wolf clans were part of this system but have since amalgamated with other clans due to declining numbers.

Traditions such as hunting, berry picking, gathering and fishing continue to thrive among the Haisla people. Every spring, Haisla family groups journey to the Kemano River for oolichan harvest. During oolichan season, the village comes alive with the rich smell of fish smoking. After a long, hard North Coast winter, oolichan are the first fish returning to spawn in local rivers. Oolichan are indispensable to the Haisla life, providing food, medicine, and the renowned pure white grease provided through expert boiling techniques. The grease, a prized commodity, is still traded with neighbouring communities along the BC coast.

Haisla Nation Council

The Haisla Nation Council Strategic Plan, developed by the Haisla Nation Council (HNC) and administration, illustrates our path to supporting the Haisla Departments and the Nation through economic prosperity, transparent governance, and community development.

Vision

The Haisla Nation Council strives to be the lead in good governance and to be fair, transparent, and accountable in support of our community vision. This Council vision recognizes and compliments the community vision of:

“A strong, independent, and proud Nation healthy in mind, body and spirit.”

Mission

The Haisla Nation Council will represent the Haisla Nation for the collective betterment of our People.

Values

- **Assertion of Aboriginal Rights and Title** – we are committed to working together to protect and advance self-determination of the Haisla Nation Aboriginal Rights and Title. We will continue to work with and educate Haisla members as to what this means for our Nation.
- **Environmental Stewardship** – we are committed to governing in a way that respects Haisla Lands and natural resources and honours principles of environmental stewardship.
- **Cultural Retention** – we are committed to working in ways that protect and promote our Haisla language and culture.
- **Fiscal Responsibility** – we are committed to
 - Act in the interest of the Haisla Nation Membership;
 - Act in good faith and with care and attention; and
 - Proactively identify and work to resolve any conflict of interest.
- **Effective Communication** – we are committed to ensuring effective communication with Haisla Nation Membership.
- **Empowerment** - we are committed to working to empower Haisla people.
- **Fairness** – we are committed to governing in a way that is fair, transparent, and accountable.
- **Respect** – we are committed to governing in a respectful way to one another and the Haisla people.
- **Truth and Reconciliation** – we are committed to advancing/embodying the principle of truth and reconciliation in all we do.

Click [here](#) to learn more about the Haisla Nation.



The Role – Chief Administrative Officer

Based in Haisla Nation and reporting directly to the Council through the Chief Councillor, the Chief Administrative Officer (CAO) is a vital contributing member of Haisla Nation Council's executive leadership team. As the senior operations leader, the CAO will provide the leadership, strategy and vision necessary to ensure the Haisla Nation Council has the required operational controls, administrative/reporting procedures, and the right people and systems to bring the Haisla Nation Council's Comprehensive Community Plan to life. To facilitate the healthy, productive and well-planned management of the Nation, the CAO will lead, develop and implement operations and performance plans that align with the strategy.

In alignment with the strategy, vision, mission and goals of the Haisla Nation Council, the CAO will provide oversight and guidance to approximately 200 staff through four direct reports, the Executive Directors of each Division of the Haisla Nation Council: Community Services; Infrastructure and Facilities; Shared Services; and Territory and Culture.

The CAO fosters a positive, communicative, and progressive work environment and facilitates the efficient and effective delivery of programs and services for Nation members. Under the general direction of Chief and Council, the CAO is responsible for building and leading the executive leadership team, providing general administrative and financial oversight, and ensuring that the affairs of the Nation are managed within established policy and legal compliance. The CAO enables the executive leadership team to implement Chief and Council directives while operating within appropriate guidelines, legislation, and administrative best practices.

Key Responsibilities

Strategic Leadership: The CAO leads the executive leadership team and Council in developing and implementing the strategic plans and goals for the Haisla Nation Council.

- Ensure that Haisla Nation Council's vision, mission, and values are integrated into the day-to-day work environment and into operational planning.
- Maintain regular communication with Chief and Council on the community-led and organizational activities and operations, including priorities, successes, improvement opportunities, and recommendations.
- Advise the Council of their role, responsibilities, and obligations and provide them with other relevant information necessary for them to make informed decisions.
- Instill transformational leadership in the organization in a manner consistent with Indigenous ways of knowing.
- Act as a change champion for Indigenous self-determination, community ownership, and well-being.

Organizational Leadership: The CAO ensures effective program and service delivery that meets strategic objectives, members' needs, and legal compliance.

- Build a strong executive leadership team to manage the growing demands of the Nation; ensure a collaborative and consultative approach is developed amongst the team and across departments.
- Implement Council directives, initiatives, priorities, and approved proposals and recommendations.
- Lead and provide direction to the executive leadership team and staff to deliver various programs and services for the community; strive for continuous improvement and enhancement of effective program and service delivery.
- Provide direction on specific projects and initiatives that enhance organizational efficiency and effectiveness.
- Occasionally review the organizational structure and its resources and provide and implement assessments and recommended solutions as required.
- Oversee developing, implementing, and monitoring the organization's policies and procedures to support the strategic direction.
- Oversee the overall management of the Haisla Nation Council's finances, including the annual operating budget and funding provided to the organization.
- Negotiate, review, and approve agreements, contracts, proposals, financial, and other documents.
- Monitor compliance with legal obligations, including legislative, regulatory, program, and contractual.
- Ensure organizational and financial risks are mitigated, seeking assistance and cooperation from external stakeholders when required.

Key Responsibilities **continued**

Community Engagement: Effective program and service delivery within the Haisla Nation Council requires meaningful engagement with members and the outside community. The CAO maintains collaborative relationships with partners, members, funders, governmental bodies, etc.

- Collaborate with staff to promote the Haisla Nation Council's programs and services among key partners, community members, funders, government, and service organizations.
- Establish and maintain effective working relationships with relevant community groups and partner organizations.
- Ability to knowledge transfer and mentor when an opportunity is presented.

People Leadership: The CAO is responsible for supporting the capacity and capability of their direct reports, supporting their professional development and career progression. The CAO is a resource and mentor to the team, providing guidance and direction on risks, issues, or problems to ensure programs and services achieve intended benefits and meet expectations.

- Foster a respectful workplace and cooperative working relationships with all employees.
- Ensure employees are appropriately trained and aligned with the Haisla Nation Council's mission, vision, values, policies, and procedures.
- Develop and lead a high-performing team, supporting both personal and professional development through effective coaching and mentoring.
- Cultivate a workplace environment that builds intercultural understanding and an appreciation for differences.
- Serve as a role model regarding the organization's values and leadership principles.
- Complete employee performance reviews, including development and succession plans



The Candidate

Skills and Qualifications

- Master's degree in a related field or an equivalent combination of training and experience.
- 10+ years of experience providing organizational and operational leadership, particularly in community service delivery.
- Experience working for a band government or Indigenous organization.
- Ability to set goals and develop a strategic plan and shared vision for the division and organization.
- Ability to provide strategic direction and leadership to direct reports and ongoing support for their performance and development.
- Strong proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint).
- Strong analytical, problem-solving, and decision-making skills.
- Strong organizational and time management skills with an attention to detail.
- Strong interpersonal, communication, and presentation skills with the ability to professionally connect with and influence a diverse group of individuals.
- Strong leadership skills with the ability to lead projects and work with diverse individuals to identify issues, design solutions, and evaluate results.
- Strong people leadership skills, including experience with building and leading high-performing teams.
- Occasional travel within Canada may be required.
- Satisfactory completion of a criminal record check (with vulnerable sector screening if relevant).

Location and Territory

The home community of the Haisla people is Kitamaat Village, located at the head of the Douglas Channel on British Columbia's North Coast. Kitamaat Village is home to 700 of the 2023+ Haisla members and is located 10 kilometres from Kitimat and 45 kilometres from the Terrace Airport.

The word "Kitamaat" comes from the Tsimshian people, who originated from the Prince Rupert and Metlakatla areas. While "Kitamaat" means 'people of the snow' in Tsimshian, the Haisla name for Kitamaat Village is "Tsee-Motsa," meaning Snag Beach.

Our people have traditionally occupied and used just over 4 million acres of land and waterways. In 1890, the Canadian Federal Government set aside 1640 acres for the Haisla as reserve land. Our territory is one of the wettest regions in B.C., making for forests thick with Sitka Spruce, Western Hemlock, and Red Cedar trees, which tower over salmonberry, dogwood, and willows. Bears, wolves, deer, foxes, and wolverines are just some mammals that live in these forests and feed on our area's rich biodiversity.

Our territory's resources have sustained us for generations, providing us with food, shelter, and livelihood. We have worked hard to harvest food, build our villages, and develop the necessary survival resources. The land is connected to our past, our culture, and now, our future.

Today, we seek economic opportunities that respect the waters and wildlife that make our home such a special place.

Step into the heart of the Haisla Nation and embrace the rich tapestry of our culture and heritage at Kitamaat Village. Nestled on the rugged coast of British Columbia, Canada, our community invites you to experience our ancestral land's unique beauty and warmth.





The Application Process

The Haisla Nation is an inclusive and equitable organization and encourages applications from qualified applicants, including persons with disabilities and members of visible minorities. The position offers a tax-exempt competitive compensation package for eligible candidates, with a salary range of \$155,000 - \$185,000. The position is open to all qualified applicants, although preference will be given to candidates of Indigenous ancestry.

To apply, please submit a Cover Letter and Resume, in PDF format, directly to Pathways Executive Search outlining your interest, qualifications, and experience to Applications@PathwaysExecutiveSearch.com

For more details or to further explore this important leadership opportunity, please contact:

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Pathways Executive Search is a national recruitment firm offering Indigenous-focused professional services. With a mission to make recruitment and career journeys less challenging and more equitable, Pathways is guided by Indigenous values and principles of Indigenous inclusion, which underscore the capacity to build an inclusive process for all racialized and equity-deserving professionals.