



PATHWAYS
EXECUTIVE SEARCH



CHIEF ADMINISTRATIVE OFFICER



| K'ómoks
! First Nation



K'ómoks First Nation is seeking a **Chief Administrative Officer (CAO)**. Reporting to Chief and Council, the Chief Administrative Officer (CAO) oversees KFN operations and is responsible for the management, administration, and delivery of all Nation programs and services, including health, education, housing, social assistance, and administration. The CAO ensures all activities are conducted in a respectful and responsible way; that decisions and actions meet relevant legislation, policies, and procedures; and that the needs of Nation Members are met in a reasonable, effective and efficient manner.

The Organization

For thousands of years indigenous people occupied the shoreline of eastern Vancouver Island in a place referred to as “the land of plenty”. This Land of Plenty stretched from what is known today as Kelsey Bay in the north, down to Hornby and Denman Island in the south, and included the watershed and estuary of the Puntledge River. The people called K'ómoks today referred to themselves as Sahtloot, Sasitla, Ieeksun and Puntledge. They lived in Salmon River, Quinsam and Campbell Rivers, Quadra Island, Kye Bay, Comox Harbour and estuary, Baynes Sound, and many other locations throughout the territory.



The Organization continued

Governance of KFN is carried out by an elected Chief and Council, who work to ensure the well-being and self-sufficiency of their members.

In July 2024, KFN, the Province of British Columbia, and Canada concluded treaty negotiations, with negotiators initialling the K'ómoks Treaty. The legal and technical review of the K'ómoks Treaty ended in November 2024, resulting in the ratification version of the K'ómoks Treaty and the beginning of the ratification process. In March this year, KFN held their ratification vote for eligible voters, who voted in favour of ratifying their treaty and self-government constitution. Of the 91% of eligible voters who voted on the treaty and constitution, 81% voted “yes” on the treaty and 83% voted “yes” on the constitution. The next step is for the Province to ratify the treaty before it is ratified federally.

Our Vision: We, the K'ómoks people, envision a prosperous and healthy Nation, in which we exercise our rights and title throughout our territory, honouring our people, lands, waters, cultures and languages.

Our Mission: K'ómoks First Nation ensures the well-being and self-sufficiency in all aspects of our Nation by asserting our rights and title while upholding our members.



The Role – Chief Administrative Officer

K'ómoks First Nation's employees embrace the vision, mission, and will demonstrate K'ómoks' core values in their daily work. K'ómoks staff will support K'ómoks Nation toward a prosperous and healthy community where each member has the right to self-sufficiency. They will move forward to support K'ómoks members in exercising their rights and title, while respecting their historic connection to K'ómoks lands and resources and to one another.

Reporting to Chief and Council, the Chief Administrative Officer (CAO) oversees KFN operations and is responsible for the management, administration, and delivery of all Nation programs and services, including health, education, housing, social assistance, and administration. The CAO works in partnership with the other pillars of the KFN government, which report to council, the K'ómoks Economic Development Council (KEDC), the Department of Intergovernmental Relations (IGR), and the K'ómoks Treaty Team

The CAO ensures all activities are conducted in a respectful and responsible way; that decisions and actions meet relevant legislation, policies, and procedures; and that the needs of Nation Members are met in a reasonable, effective and efficient manner. The CAO acts as a liaison between other government agencies and departments (particularly that of Indigenous Services Canada), private industry, and any other individuals, groups, or agencies operating in the community. The CAO provides records and documents to the relevant governments and agencies when requested, and ensures all business and operations are conducted in a responsible and ethical way.

Key Responsibilities

STRATEGIC AND OPERATIONAL Nation MANAGEMENT

- Provide leadership in developing organizational strategic and operational plans under the direction of Chief and Council.
- Ensure that strategic goals/plans, policies and procedures, and community programs are developed, implemented, and evaluated.
- Ensure that all Nation operations are conducted within relevant legislation, policies, and procedures.
- Interpret applicable legislation, regulations, and agreements in consultation with appropriate government departments or legal counsel when needed.
- Manage agreements and relationships with applicable government agencies and departments.
- Submit reports to applicable government departments or agencies as required regarding social services or education issues, and capital projects.
- Support K'ómoks First Nations Treaty related initiatives and collaborate with the Treaty Team.
- Manage the community's infrastructure and assets, including equipment and facility use and maintenance.
- Ensure filing and record-keeping systems are established and maintained.
- Manage the process for the development of an Annual Risk Management Plan and Fraud Risk Plan.

FINANCIAL OPERATIONS MANAGEMENT

- Oversee and supervise all financial operations of the Nation, including budgeting, accounts payable, accounts receivable, and payroll.
- Provide direction and support to the Financial Officer, Program Managers and corporate entities in developing and managing annual operating and capital budgets.
- Provide leadership and advice to Chief and Council in managing the Nation's financial affairs and its entities.
- Maintain up-to-date knowledge of all budget and funding requirements, applicable government financial legislation and policies, and all Nation financial policies and procedures.
- Coordinate the preparation of the budget for Nation operations.
- Ensure monthly and quarterly financial statements and reports are completed in a timely manner.
- Review all monthly and quarterly financial statements for accuracy and completeness.
- Establish and ensure internal financial controls are in place.
- Monitor purchasing, tendering, and other financial transactions for the Nation.
- Financial sustainability of the Nation and the Nation's infrastructure.

Key Responsibilities continued

PROGRAM AND SERVICE DELIVERY MANAGEMENT

- Oversee program delivery in all areas, including health, education, housing, social assistance, and administration.
- Develop proposals for program funding.
- Ensure program funds are expended appropriately.
- Establish and maintain program policies, procedures, and standards.
- Develop evaluation criteria that can identify and measure the effectiveness of programs and program delivery.

COORDINATION OF COMMUNITY DEVELOPMENT ACTIVITIES

- Maintain an open, equitable, and service-oriented relationship between the community and the Nation administration.
- Assist in developing, coordinating and implementing the comprehensive community plan (CCP).
- Develop evaluation criteria that can identify and measure the effectiveness of the community plan and its implementation. Coordinate with relevant parties to identify concerns, issues or challenges to implementing the CCP.
- Ensure that Nation members can share their views, concerns, and needs relative to new or continuous programs, services, and initiatives of the Nation. Conduct community needs assessments as required.
- Research potential funding, programs, and projects as required.

Nation COUNCIL SUPPORT AND ADMINISTRATION

- Prepare materials and reports in support of Nation Council operations.
- Attend all Nation Council meetings, coordinating the preparation of agendas, information, and resources for Nation Meetings and Nation Council Members.
- Maintain and circulate minutes of Nation Council Meetings and all Nation Council Resolutions.
- Act as a liaison between Nation Council and Nation Members.
- Ensure that all Nation Council business is conducted within relevant legislation, policies and procedures.
- Facilitate the exchange of information between Nation Council and Nation Members. Convey Council decisions to the public.
- Represent the Nation at local, regional, provincial, and national meetings, as required.
- Coordinate a strategic planning session or initiatives for Chief and Council.

Key Responsibilities continued

HUMAN RESOURCE MANAGEMENT

- Manage staff in accordance with Nation standards and performance expectations. Oversee day-to-day activities. Evaluate the performance of staff.
- Recruit, coach, and mentor staff, coordinating training and development activities.
- Promote and provide a safe and positive working environment aligned with the culture and values of the Nation and broadly within the values of the Nation.

Performs other duties and responsibilities as necessary in the performance of the position and as assigned by Chief and Council.

The performance statements provided in the job description allow for the development of goals and objectives, performance standards, or work plans that will be assessed in the annual performance evaluation of the Chief Administrative Officer.

The Candidate

Reporting to Chief and Council, the Chief Administrative Officer will possess the following:

EDUCATION AND EXPERIENCE

- Post-secondary education in business, finance, Aboriginal studies, or another related field is mandatory.
 - A master's degree is considered an asset.
- More than five years' experience in an executive management role (CEO or CAO), ideally in a First Nations organization, with responsibility for:
 - Financial management
 - Budgeting
 - Human resources management
 - Program management and delivery
 - Program evaluation



The Candidate continued

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of relevant legislation, policies and procedures related to programs, human resources, operations, and finance, especially as they relate to First Nations' governance.
- Sound knowledge of the social and economic issues facing First Nations, including the programming and reporting requirements of Indigenous Services Canada (ISC).
- Comprehensive understanding of the history of First Nations governments, the Indian Act, Truth and Reconciliation Commission Calls to Action, and the UN Declaration on the Rights of Indigenous Peoples (UNDRIP).
- Understanding the treaty process is an asset.
- Thorough knowledge of key federal, provincial, and other funding sources.
- Ability to manage First Nations resources, including people, materials, assets, and money.
- Strong team leadership and management skills.
- Strong operations management skills.
- Working knowledge of public sector accounting standards (PSAS).
- Ability to establish good working relationships, both internally and with external stakeholders.
- Ability to manage conflict using sound judgment.
- Effective written communication skills, including preparing reports, policies, and Nation Council documents.
- Demonstrated cultural awareness and sensitivity.
- Demonstrated dedication to the role and to the Community.
- Ability to navigate complex financial landscapes while adapting to shifting priorities and opportunities.



OTHER REQUIREMENTS

- Adhere to a professional dress code.
- Agree to review and follow all Policies and Procedures and be able to provide directions to staff on policy interpretation.
- Be willing to successfully and periodically undergo an appropriate criminal records review and police record check.



Application Process

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. Formal review of resumes will be conducted by Monday, June 30, 2025.

For more details or questions, please contact:

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Pathways Executive Search is an international executive recruitment firm, known for its ability to attract and recruit talent in culturally grounded ways. Guided by Indigenous values and principles of Indigenous inclusion, Pathways walks with those looking to broaden candidate pools, find qualified and experienced candidates, and live out their values and commitment to creating workplace cultures where people can thrive.