



PATHWAYS
EXECUTIVE SEARCH



Executive Director of Administration



Skwlāx te Secwepemcúlecw



The Organization

Skwlāx te Secwepemcúlecw (SteS) is traditionally known as Skwlāx, which translates to Black Bear in Secwépemctsin, the traditional language. SteS has a unique vision and drive; the Band has not only led the way in tourism within the Shuswap, but it has also led the way in economic development. The creation of Quaaout Lodge, Talking Rock Golf, Le7ke Spa, and Skwlax Gas Station has helped promote Secwepemc culture and allowed the SteS people to develop world-class accommodation and leisure activities.

The governance structure of SteS is unique and forward-looking, divided into four distinct sectors:

Administration

Providing supportive and responsive programs and services for Band members.

Wellness

Responsible for the overall health and wellness of the community.

Territorial Resource Stewardship

Addresses title and rights issues, external government, and government relations.

Economic Development

Oversees the business operations of the community and works to promote a strong, resilient economy for the community. Strong management and leadership with a clear vision and an excellent team of committed employees make up the engine that drives the community forward.

The Organization continued

Vision, Mission and Values

Vision

Skwlāx te Secwepemcúlecw brings forward our ancestral teachings to instruct us in advancing our people, language, and culture and protecting the environment. We take a proactive role to stimulate and lead the economy and protect Tmícw within Skwláxulecw as we move towards greater unity, self-reliance and independence.

Mission

In pursuit of our Vision and in alignment with our Values, we will:

- Lobby for the full recognition and implementation of our Title and Rights and the assertion within Skwláxulecw.
- Ensure our members enjoy a high quality of life through service delivery and the benefits of a safe, healthy, and prosperous community.
- Acknowledge that wealth generation, the stewardship of our lands and resources, and the advancement of our language and culture are foundational to our success.
- Deliver effective communication, management and governance for an efficient administration.

Values

- We rely upon the wisdom of our ancestors, acting in the present and planning for the future.
- We believe that equity, reliability, empathy, integrity, and compassion are critical to the establishment and maintenance of healthy relationships.
- We are forthright in our dealings, embracing a philosophy of “do no harm” when engaging with others and the natural environment.
- We role-model respect through healthy two-way communication, speaking directly and honestly, and staying true to oneself.
- We are forward-looking, solution-oriented, and believe in the importance of collaboration and life-long learning for achieving success.

To learn more about Skwlāx te Secwepemcúlecw, please visit <https://lsib.ca/>



The Opportunity

Executive Director of Administration

Under the direction and support of Skwlāx te Secwepemcúlecw Kukpi7 and Council, the Executive Director of Administration will be involved in overseeing the day-to-day operations of the Band administration. This position is responsible for the efficient management and successful leadership of the organization according to the vision, objectives and strategic direction set by Kukpi7, Council and community.

The Executive Director leads a multi-faceted team of employees who are tasked with finance, housing, education, building maintenance, capital acquisition and other specialty areas.

Key Responsibilities

- Ensures the efficient and effective day-to-day operations of the organization, including all designated Administration department and programs.
- Provides leadership to the staff in establishing program and individual expectations.
- Identifies, assesses, and informs Council of serious issues as they may arise, as well as providing routine updates on activities.
- Assesses and identifies gaps providing leadership to develop plans and priorities in creating programs to address the developmental requirements of the organization and membership.
- Identifies and partners with a variety of organizations to formulate joint special projects which would enhance the delivery of existing programs and services to SteS membership.
- Participation in committees that help further the Band.
- Provides briefing notes and other preparation for Council meetings as well as implementing decisions arising out of the meetings.
- Ensures adherence to the implementation and administration of the financial policies and procedures.
- Engage in public relations, networking, and advocacy activities as required by SteS leadership.
- Oversee the operational plan for the organization's strategic direction, communicate regularly with employees, and monitor to ensure goals are being met.
- Ensures that all business and operational transactions are conducted in a responsible, confidential, and ethical manner. Considers risk management issues and implements strategies to mitigate risks.
- Establishes policies and procedures; regularly reviews and updates to meet legislative and operational changes.
- Manages the planning, implementation and evaluation of the organization's programs and services.
- Ensures legal compliance in all areas of operations, in compliance with legislation both provincially and federally.
- Establish systems and checks to ensure the security of facilities and equipment, implementing recovery plans for possible disaster scenarios.

Key Responsibilities continued

- Supports the general management of the Band's financial affairs ensuring the establishment and review of internal financial controls to ensure effective financial and fiscal management.
- Ensures budgets are approved and adhered to, in addition to reviewing cash flow and providing regular reports to Council. Ensuring the Finance department provides appropriate documentation for funding bodies.
- Monitors purchasing, tendering and other financial transactions.
- Writes official correspondence on behalf of Council to involve key stakeholders in various projects, ensuring follow-up on action items and documenting progress and issues.
- Develops a communication strategy for public awareness of programs and events to reach all members of SteS.
- Ensures that Band members understand the program, services, and opportunities offered through the Band Office, including publicizing Council's policies where applicable.



The Candidate

The Executive Director of Administration must have a history of demonstrated dynamic leadership and possess the following:

Knowledge, Skills & Abilities

- Knowledge of Secwepemc or Indigenous culture is an asset.
- Demonstrated leadership skills and experience with the ability to develop team and team capabilities.
- Ability to work collaboratively with the leadership team in establishing goals and strategy, preparation of budgets and funding proposals.
- Understanding of federal and provincial laws and regulations, including those pertaining to First Nations.
- Strong communication and interpersonal skills with the ability to build and maintain strong cross-functioning relationships and liaise with diverse stakeholder groups.
- Knowledge and experience in financial management, governance procedures, excellent organizational skills, and the ability to manage priorities and meet deadlines.
- Demonstrated understanding and leadership in support of the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), Declaration on the Rights of Indigenous Peoples Act (DRIPA), and the Truth and Reconciliation Commission (TRC) calls to action.
- Skilled in conflict resolution with the ability to bring constructive solutions.
- Trustworthy, self-regulating, deadline and detail-oriented.
- Proficient in Microsoft Programs (Microsoft 365; Teams; Outlook; Word; Excel; PowerPoint).
- Must be able to obtain and maintain a satisfactory Criminal Record Check.
- Must have a valid Class 5 BC Driver's License and a reliable vehicle.

Education & Experience

- Degree in Business Administration, Public Administration, or a related field.
- 10+ years' experience of progressively responsible management experience preferably in the community, social service sector or with Indigenous groups.



The Community

Skwlāx te Secwepemcúlecw

Skwlāx te Secwepemcúlecw (also known as Little Shuswap Lake Band) is one of 17 bands of the Secwepemc Nation, located in the Central Interior region of British Columbia, Canada. Its main reserve is neighbouring the Village of Chase and is on the shore of the sought-after Little Shuswap Lake.

Skwlāx te Secwepemcúlecw seeks to become a strong, self-reliant community, having cultural and traditional values to ensure a balanced and productive future for all members.



To Apply

To apply, please submit a Cover Letter and Resume directly to Pathways Executive Search outlining your interest, qualifications, and experience.

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

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