



# Southern Dakelh Nation Alliance

59 First Avenue South  
Williams Lake BC V2G 1H4  
(250)398-7033

## Assistant Business Manager

<b>Posted</b>	May 9, 2022
<b>Employer/Company</b>	Southern Dakelh Nation Alliance
<b>Website</b>	<a href="https://dakelh.ca/">https://dakelh.ca/</a>
<b>Contact Person</b>	Chris Cardamone: <a href="mailto:hr@dakelh.com">hr@dakelh.com</a>
<b>Address</b>	59 First Avenue South Williams Lake, BC V2G 1H4
<b>Positions available</b>	1
<b>F/T</b>	5 days a week/35 hours per week
<b>Start Date</b>	Negotiable
<b>Benefits</b>	after 3 months of full-time continuous employment
<b>Closing Date</b>	Until filled
<b>Driver's License</b>	Required
<b>Driver's Abstract</b>	Required
<b>Police Info Check</b>	Required

### Who we are – SDNA:

Southern Dakelh Nation Alliance (SDNA) is a dynamic and growing Nation that demonstrates strong leadership in asserting inherent rights and title, supporting a vibrant economy, while sustaining a healthy natural environment. We are a group of business professionals and scientists supporting the needs of the association and its communities.

We honour the past and look to the future as we address the priorities, challenges and emerging opportunities in our territory. We represent the people of our communities and work with all levels of government to advance toward a full recognition of our rights and title to our lands.

In living our values of assertiveness, excellence, unity, determination, respect and flexibility we provide progressive leadership for the mutual benefit of the Nation and its communities, in an overarching, organized, and respectful manner.



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## Position Overview

The Assistant Business Manager will work closely with the General Manager to plan, strategize and implement short and long-term objectives, priorities and general administrative practices at the SDNA offices. The Assistant Business Manager will help manage the day-to-day operations of the Administration office and act as project manager on a variety of tasks. The chosen candidate will be a dynamic individual with proven leadership skills to support and direct staff in the delivery of programs at SDNA. This position will be located at the Southern Dakelh Nation Alliance office in Williams Lake.

## Essential Responsibilities

- Assist the General Manager in:
  - Providing guidance, oversight & supervision to Department Managers and functions.
  - Fiscal monitoring including budgets and work plans.
  - Knowledge of government funding & reporting.
  - Developing an economic development structure and strategy.
  - Developing and implementing organizational policies and procedures.
  - Developing proposals, funding, and reporting for program opportunities.
- **Project Management:** Working with internal and external consultants/stakeholders and managers, set deadlines, monitor, and summarize progress of a variety of projects. Identify roadblocks, challenges and barriers and redirect with recommendations and solutions. Prepare reports for management as necessary.
- Assist in the development and administration of an effective communications plan to ensure communication with band managers and communities is timely, fact based, and culturally appropriate.
- Ensures communications tools and messages are current and updated regularly.
- Responsible for carrying out the resolutions and directives as communicated and delegated by the General Manager.
- Recommends initiatives within approved policies on all matters related to planning, organizing, motivating, coordination of programs areas and deliverables to the GM.
- Oversees the day-to-day operations including the management of all correspondence, delegating authority and concluding any internal negotiations or agreements as directed by the GM.
- Lead a team of staff in a positive professional manner ensuring a healthy work environment.



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- Assist in the development and support implementation of financial policies and procedures.
- Be a strong role model of integrity, humility, teamwork, and productivity.

### Qualifications – Education and Experience

- Master's Degree in business, public administration, natural resources, First Nations studies, political or social sciences, law or communications or a related discipline and a minimum of three (3) years of recent, related experience; OR,
- Bachelor's Degree in business, public administration, natural resources, First Nations studies, political or social sciences, law or communications or a related discipline and minimum of five (5) years of recent, related experience.
- Solid understanding of Project Management and/or accounting and financial management combined with personnel management in a First Nations Government setting.
- Demonstrated project management skills with ability to manage multiple initiatives, timelines, budgets, and people.
- Experience managing facility plans, contracts, and leases
- Superior leadership, team building, conflict resolution, decision making and change management, problem-solving skills.
- Preference may be given to candidates with experience negotiating agreements.
- Experience working with First Nations and Indigenous communities

### Required Competencies

- Strong problem-solving, delegation, coaching, conflict resolution, and interpersonal skills essential
- Demonstrated ability to think strategically to plan, organize, and execute effectively
- Excellent written and verbal communication skills and ability to work with a wide range of stakeholders
- Must be a self-starter and self-motivator with excellent communications skills, both written and spoken.
- Excellent interpersonal and organizational skills.



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### Other Requirements

- Willingness to travel (minimal)
- Valid BC driver's license and access to a reliable insured vehicle.

### What we Offer

This is an opportunity to use your talents to further the work of a progressive organization that has established a strong reputation of working with all levels of provincial and federal government. SDNA works to open economic opportunities for our members; strengthen claims to our traditional territories and the right to determine how the resources on those lands, and the lands themselves, will be utilized.

We offer a strong benefits plan, competitive compensation and the opportunity to work with a team of talented professionals.

### How to Apply

Please send your resume and a cover letter highlighting how you meet the qualifications and competencies of the role above to Chris Cardamone [hr@dakelh.ca](mailto:hr@dakelh.ca)

\*\*\* Please note that you must have authorization to work in Canada

*For more information about SDNA, visit our website: [www.dakelh.ca](http://www.dakelh.ca)*