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TELEPHONE: (780) 523-4401
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THE LESSER SLAVE LAKE INDIAN REGIONAL COUNCIL (LSLIRC) REQUIRES

an energetic, articulate, (overflowing with exuberance and common sense) individual possessing the following attributes and skills:

EXECUTIVE DIRECTOR

Plans, administers, and directs the implementation of programs and services for the benefit of First Nation Members. Oversees and coordinates the activities of functional specialist; establishes and maintains effective consultation with First Nations and all levels of Government; establishes and maintains good public relations and protects and maintains the integrity of LSLIRC. Leads LSLIRC organization in Human Resource Management to achieve the organizations mandate, goals and objectives. Responsible for the overall development, implementation, administration and management of the day to day operations of the organization. Maintains the financial integrity and accountability of the organization. Responsible for the overall budget of LSLIRC. Provides financial advice to the Board of Chiefs and Program Directors, serves as a custodian of all funds, responsible for the preparation of LSLIRC budgets. Knowledgeable of all applicable legislation as well as the Indian Act, monitor legislation, policy and regulatory changes. Works closely with the Board of Chiefs.

QUALIFICATIONS

Post-Secondary degree in relevant field or an equivalent combination.
Extensive knowledge of First Nations and their history, culture, traditions, needs, issues and concerns;
experience in working with Elders and First Nations entities;
Experience in working with Federal, Provincial and Municipal officials;
Excellent written and oral communications skills; strong public relations and networking skills;
Strong decision-maker based on critical thinking, problem solving and analytical skills;
Ability to proactively recognize and manage risks;
Proficiency in word-processing, spreadsheets and presentation software;
Very strong ability to interpret Financial Statements and financial management practices.
Strong proficiency in proposal writing and accessing grants/contributions.

Additional Requirements: Possess valid driver's license and own or have access to a vehicle;
Willingness and ability to travel when required;
Willingness to submit to oath of confidentiality;
Ability to speak and/or understand the Cree language an asset.

DEADLINE for submission: October 28, 2020

Salary: Dependent on qualifications.

Send your application and resume to: Anne Marie Auger,
Lesser Slave Lake Indian Regional Council
Box 269, Slave Lake, Alberta T0G 2A0
Email: annemariea@lslirc.ab.ca