



Cowessess First Nation #73 Employment Opportunity

Cowessess First Nation is accepting resumes for the following position:

POSITION: Executive Director
CLASSIFICATION: Permanent Full Time

JOB SUMMARY: The Executive Director is an executive support position for the Cowessess First Nation Chief and Council. This position is supervised by the chief and Council, responsible to oversee administration and operations. This position will provide Chief and Council to make sound decisions. This position will provide overall management and supervision of personnel and monitoring of finances, administration and coordination of programs and services. This position will develop and maintain a professional working relationship with external stakeholders, staff, and members of the Cowessess First Nation.

QUALIFICATIONS:

- A Post-Secondary degree or Masters in Business Administration or equivalent education in another discipline.
- Should have a minimum of (5) years of proven managerial and supervisory (practical) experience.
- Sound knowledge of how a First Nation Band operates and knowledge of First Nation protocol.
- Have excellent overall communication skills both in writing and orally.
- Possess effective organization skills with competence in computer software applications.
- Understanding of all essential aspects of procurement.
- Must have the ability to facilitate, analyze, assemble and prepare reporting packages as required.
- Knowledge of management principles, which includes communication principles, financial control, accounting, personnel and adequate filing systems.
- Applies knowledge of all Provincial and Federal Government programs and policies that affect Cowessess programs and policies.
- Ability to work under pressure and possess excellent time-management skills.
- Must possess a reliable vehicle and valid driver's license; be willing and able to travel.
- Submit Criminal Record (CPIC) check with application and drug screen if selected.

Salary and Benefits are negotiable.

Only those selected for an interview will be contacted. Please FORWARD resumes with three (3) References to the following:

Human Resource Department
Cowessess First Nation #73
P.O. Box 100
Cowessess, SK
SOG 5L0

Telephone: (306) 696-2520/Fax: (306) 696-2767
ava.aocese@cowessessfn.com

DEADLINE is no later than 12:00 p.m, July 26, 2019