



Employment Opportunity
ASSISTANT GENERAL MANAGER

Reference No. CT-ADM-AGM-01/19

Purpose: Cowichan Tribes seeks an Assistant General Manager who has a well-developed understanding of business management and self-governance. The incumbent will provide assistance to the General Manager and support on various initiatives, projects, and programs as assigned to ensure programs and the affairs of Cowichan Tribes are managed effectively, efficiently, and within established policy including the Financial Law, Chief & Council Directives, legislation, and guidelines while demonstrating a high degree of respect and sensitivity to Cowichan culture, customs and values.

Responsibilities:

- Responsible for communication needs of Cowichan Tribes and oversee a communications plan for media engagement/relations, community information sharing, and press releases etc.
- Oversee the Cowichan Tribes' Communications Strategy; communication with community, stakeholders, and partners
- Analyse, research and provide support and input to the development and implementation process; present recommendations to the General Manager and / or committees as directed
- Remain current with financial and departmental processes, directives and changes; research and analyse best practices as directed and make recommendations to the General Manager for planning and organization
- Provide support and assistance to management and staff as directed by the General Manager
- Reporting at Annual General Meetings and Annual Audit Meetings with community as required
- General Manager designate as directed
- Other duties as directed

Required Education and Experience: *(please attach all corresponding documents)*

- Minimum 5-years' progressively more responsible administrative and general business management in progressively larger and more complex First Nations band or other similar organization is required
- Post-Secondary Bachelor's Degree in the field of Business Administration or Leadership is required;
- Significant experience working for a political body and demonstrated ability to provide timely and accurate advice on a wide variety of issues
- Experience overseeing, monitoring, and / or managing the implementation of various initiatives, program changes, and projects
- Experience in journalism or communications considered an asset

Required Skills, Knowledge and Abilities:

- Competency in working with the General Manager and a multifaceted leadership team
- Knowledge of self-governance and ability to demonstrate cultural sensitivity and compassion for Cowichan people
- Knowledge of conflict management and appeals processes and ability to respond to conflicts in culturally sensitive manner
- Knowledge of the Indian Act, related legislation, policy development, and implementation processes
- Demonstrated supervisory/management skills and implementation of policy
- Demonstrated ability to operate a PC and related software programs including MS Office Suite programs, Publisher, and HTML
- Demonstrated planning, organizational, teamwork, leadership, and coaching staff management skills
- Excellent oral, written, presentation communications, interpersonal, and problem solving skills
- Ability to support, promote, and apply the principles of human rights, equity, dignity and respect in the workplace
- Develop and foster good working relationships with Cowichan community members, general public, and other stakeholders

**Please refer to Reference No. CT-ADM-AGM-0119 when
submitting cover letter, resume, and three references to:**

Human Resources Manager, Cowichan Tribes 5760 Allenby Road, Duncan, B.C. V9L 5J1

Email: resume@cowichantribes.com ♦ **Website:** <http://cowichantribes.com>

Deadline: 4:00 p.m. Friday, February 1, 2019