



PEERLESS TROUT FIRST NATION

Employment Opportunity

Assistant Executive Director

PTFN Administration

Full-time Position

Peerless Lake, Alberta

Peerless Trout First Nation is strong, transparent, and accountable. We continue to grow and are prosperous through innovation, partnerships, and the creation of successful economic opportunities while protecting our cultural values, lands, and Treaty Rights. We will provide a safe and healthy environment for our members to thrive and to assist in developing our future generations. Peerless Trout First Nation is located 68 kilometers northeast of Red Earth, Alberta.

The Assistant Executive Director will work closely with the Executive Director to oversee the daily operations of the organization, ensuring that Peerless Trout First Nation (PTFN) achieves our strategic goals and fulfills our mission. This role requires a dynamic leader with experience in First Nations management, operations, human resources, finance, and strategic planning.

KEY RESPONSIBILITY AREAS:

1. Governance and Development
2. Chief and Council Administrative Support
3. Operations Management
4. Human Resource Management
5. Financial Management
6. Compliance Management
7. Relationship Management

REPORTING TO THE EXECUTIVE DIRECTOR, THE ASSISTANT EXECUTIVE DIRECTOR WILL BE RESPONSIBLE FOR:

- Developing and implementing strategic plans and initiatives.
- Overseeing the day-to-day operations of the organization to ensure smooth and efficient processes.
- Managing and mentoring department heads and staff, fostering a positive and productive work environment.
- Developing and managing budgets, ensuring financial health and sustainability of the organization.
- Representing the organization in meetings with stakeholders, partners, and the community.
- Assisting in activities to grow and create opportunities for PTFN, including proposal writing, report writing, and relationship building.
- Ensuring compliance with all relevant regulations and policies.
- Leading special projects and initiatives as directed by the Executive Director.
- Serving as Acting Executive Director in the absence of the Executive Director.
- Drafting letters, briefing notes, Band Council Resolutions other documents as requested for Executive Director review.

QUALIFICATIONS:

- A two-year College Diploma in Commerce, Administration, Management, Finance, or Public Administration with supplementary courses in Human Resources.
- In lieu of a diploma additional training or work experience will be considered.
- At least 3 (three) years of related Management experience, with emphasis on Financial and Human Resource Management, Administration, and staff supervision.
- Understanding of the role, function and challenges of a First Nations and the interface between the Executive Director, Council, Members, and other First Nations.

- Computer literacy, including knowledge of spreadsheet, accounting, word processing systems, presentations, and e-mail.
- Excellent written and oral communications skills, including the ability to write reports and motions along with excellent public speaking skills.
- The ability to demonstrate resilience and remain calm, respectful and self confident even under conditions of stress.
- Demonstrated business acumen with the ability to read, write, and interpret proposals and policies, budgets, project reports, financial statements, and variance reports.
- Ability to understand/speak Cree is an asset.
- Must reside in a PTFN community.
- Must provide a clear RCMP Police Information Check, a current driver's abstract, and a copy of a valid driver's license-Class 05.

Please submit a cover letter and resume citing ***Assistant Executive Director, PTFN Administration*** in the email subject line to: Hr@ptfn.net.

We thank all candidates for their interest, however only qualified candidates selected for an interview will be contacted.

Deadline: March 31, 2025, at 12:00 p.m.