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**JOB POSTING**  
**Citxw Nlaka’pamux Assembly (C.N.A.)**  
**Office Manager**

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| <b>Reports To</b>   | <b>Citxw Nlaka’pamux Assembly General Manager</b> |
| <b>Closing Date</b> | <b>January 19, 2018 at 4:00 p.m.</b>              |

Reporting to the Manager, the Office Manager will be responsible for the effective operation of the office and administrative functions including, some financial management and Human Resource duties. The position requires supervisory skills in which the Office Manager will work collaboratively with the organization’s staff and will be responsible for the management and efficient delivery of all community based programming and services. The position monitors, evaluates, manages and reports on human resource and programming in accordance with identified annual plans, and supports the Manager on the execution of organizational priorities plan. A primary function of this position is to manage or develop teams to prepare funding applications and proposals, including budgets related to community based projects and programs within C.N.A. The position supports the Manager when establishing linkages for additional funding when required, as well as working in a team environment with all staff to identify service or programming gaps and develop solutions and strategies to relieve these gaps. This position will supervise seasonal and program staff.

**Duties and Responsibilities**

1. Develop and maintain employee relations, create staff engagement strategies, advise the Manager on ways to build and maintain solid teams and make recommendations
2. Coordinate interviews, make recommendations for hiring staff, and prepare offer packages for Management review
3. Provide all staff with support, guidance and coaching to get the best from their teams, work with all staff to address performance issues, support the annual performance review process
4. Support Human Resource requirements of staff, develop relationships and trust in order to act as an advisor
5. Design and implement strategies for succession planning, workforce planning, training and identifying high potential employees
6. Coordinate and facilitate employee orientation, work with staff on skills development plans
7. Maintain organization's Human Resource information and prepare letters of employment for Management review
8. Support compensation and benefit related initiatives, such as coordination of the annual performance management, annual salary and incentive review
9. Guide and support the Manager and staff with Human Resource related issues
10. Sets up and maintains general control methods, records, and files as required for effective personnel functions.
11. Develops and maintains Employee Policies and Procedures and an Employee Handbook ensuring that they are kept up to date and accessible to employee ensuring practices comply with the applicable provisions of employment related laws
12. Coordinates the administration of staff member health and benefit programs.
13. Conducts research into Human Resources programs and activities, and recommends changes or innovations when desirable and assists in keeping staff members informed of all changes in personnel policies.
14. Manages Program Staff in the development of plans and co-ordinates significant operational policies to for programs delivered within the Participating Bands by the Citxw Nlaka’pamux Assembly.
15. Responsible for assisting in proposal planning, and managing or delegating project teams.
16. Fosters positive and respectful communications and relationships with Participating Bands of the Citxw Nlaka’pamux Assembly to advance program opportunities.
17. Supports program staff with growth and capacity development in programs and budgets.
18. Supervises seasonal staff for specific projects related to programming.

19. Performs administrative functions such as reporting, evaluating and monitoring budgets, programs, projects and initiatives.
20. This position ensures that appropriate measures of project strategies, plans and initiatives are in place and that projects have a positive impact on communities' relative to the C.N.A. Priorities Document.
21. Be thoroughly versed in policy and procedures and communicate and enforce policies accurately to volunteers, partner organizations, and participants and staff.
22. Develop and manage safety and security procedures and documentation.
23. Assist in preparation of program documentation, including: Program Profiles; Program Proposals; Program Guides; Project Plan; Program Evaluations and Reports; Grant Project Evaluation and Follow Up Reports; and information on the Program for potential applicants.
24. Provide relevant feedback on Programs and staffing to the Citxw Nlaka'pamux Assembly Manager, and ensure program documentation is well organized and maintained.
25. Manage training initiatives to address volunteer, partner organization and community needs and prepare them to set realistic expectations, provide accurate information in a timely manner, and enable volunteers with strategies and tools to manage challenges and achieve program objectives.
26. Ensure safety and security issues are addressed in a timely manner, documented, and communicated.
27. Establish program policies and procedures are implemented and reinforced.

### **Qualifications Education & Experience:**

The successful applicant will have outstanding interpersonal skills, as well as exceptional oral and written communication skills, including coordination and facilitation skills. The applicant will possess a high degree of cultural competency, including recent and significant experience working in cross-cultural environments. The applicant will also have a strong ability to problem solve, negotiate, and resolve conflict, and will be required to work co-operatively and facilitate the development of a team environment.

- Post-secondary education in and/or significant experience (5+ years) in a Management role,
- Significant experience (5+ years) in First Nation focused or directed programming;
- Experience in project and financial management, including planning, developing, implementing and evaluating community-based programming.
- Ability to handle multiple projects with tight deadlines and potentially competing interests.
- Knowledge of and experience in working with First Nations heritage, language, traditional and/or cultural resources.
- This position works in an office environment but travel is required within the Territory on a regular basis.
- Possession of a valid Class 5 Drivers License and own vehicle
- Criminal Records Check
- Occasionally, flexible work hours are required to accommodate evening and weekend activities
- Capability to supervise volunteer performance and provide technical assistance as needed.
- Excellent computer skills in word-processing, and excellent interpersonal skills.

### **Please submit your proposal letter and resume to:**

Wayne Kaboni, Manager  
Citxw Nlaka'pamux Assembly  
Mail: P.O. Box 618, Merritt, B.C. V1K 1B8 or  
Email: wkaboni@cna-trust.ca  
Fax: 250-378-2910 or  
In Person: 2187-A Coutlee Avenue in Merritt

**We wish to thank all applicants for their interest and effort in applying for the position; however, only candidates selected for interviews will be contacted. Your application to this posting is deemed to be your consent to the collection, use and necessary disclosure of personal information for the purposes of recruitment. Citxw N'laka pamux Assembly respects the privacy of all applicants and the confidentiality of personal information.**