



# THE FIRST NATIONS of MAA-NULTH TREATY SOCIETY

5091 Tsuma-as Drive Port Alberni V9Y 8X9  
Phone: (250) 724-1802 ♦ Fax: (250) 724-1852  
Website: [www.maanulth.ca](http://www.maanulth.ca)

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## Contract/Administrator Duties and Responsibilities

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### Summary

The Administrator reports to the Maa-nulth Treaty Society Board of Directors and is responsible for oversight of the affairs of the Society and achievement of the Society's objectives. The Administrator is responsible for informing, communicating with and delivering on the direction of the Board. The Administrator is responsible for all activities conducted by the Board including program development, administration, optimization of financial resources and management of resources. Provide leadership through budget management and development and adherence to Board plans.

### Core Competencies

- Strong communications – written and verbal
- Energy and stress management
- Team builder
- Quality oriented
- Time management
- Adaptability / Flexibility
- Decision making and judgement
- Problem solving
- Planning and organization
- Results oriented
- Accountability and dependability
- Ethics, integrity and maintain confidentiality
- Motivational mentor
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### Contract duties

- Provide leadership in developing programs, organizational and financial plans with the Board of Directors and implement plans and policies once authorized by the board;



huu ay aht

ANCIENT SPIRIT, MODERN MIND



Huu-ay-aht First Nations | Ka:'yu:k't'h'/Che:k'tles7et'h' First Nations  
Toquaht Nation | Uchucklesaht Tribe | Yuułu?ił?ath

- See that the board is kept fully informed on the condition of the organization and all important factors influencing it;
- Represent the programs and point of view of the organization to agencies, organizations, and the general public;
- Maintain official records and documents, and ensure compliance with federal, provincial and local regulations;
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization;
- Work with the staff and the board in preparing a budget; see that the organization operates within budget guidelines;
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization;
- Approve expenditures within the authority delegated by the Board;
- Research funding sources and oversee the development of plans and write funding proposals to increase the funds of the organization;
- Monitor departmental performance against goals to ensure that progress is being made, and that corrective action is taken if necessary;
- Other duties as required.

## **Requirements**

- University degree or professional designation in Accounting, Business, Finance or another relevant field and/or an MBA is preferred;
- Minimum of 5-years' experience within an organization in leadership positions;
- Effective leadership skills, with a strong focus on mentoring and motivation of a complement of contract professionals;
- Demonstrated ability to manage key constituent relationships including government agencies and members;
- Able to identify key issues; creatively and strategically overcome internal and external challenges or obstacles;
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills;
- Experience creating and managing budgets for a large, distributed organization;
- Able to effectively communicate both verbally and in writing.

## **Working Conditions**

- Travel required;
- Ability to attend and conduct presentations;
- Manual dexterity required to use desktop computer and peripherals;
- Time as required by the job.