



Request for Expressions of Interest

Administrator – Contract Position (Part-time)

with the

Maa nulth Treaty Society

Your opportunity for rewarding contract work that is rich in indigenous culture; venture to Vancouver Island's scenic vistas, waterways and towering rain forests from the valley of friendly Port Alberni.

The Maa nulth Treaty Society is seeking an experienced Administrator. This part-time contract position is located in Port Alberni, and is responsible for the day-to-day operation of the non-profit society which serves the collective needs of 5 Treaty First Nations located on the West Coast of Vancouver Island. The long-term vision of the Maa nulth Treaty Society is to grow the organization and ensure indigenous programming and operational plans work toward the strategic direction of the organization.

Key contract duties and responsibilities:

- Overseeing all aspects of a normal small office operation and provide leadership in developing program, organization, and financial plans, and making project/funding applications;
- Providing support to the Board of Directors and ensuring the board is kept fully informed on the condition of the organization and all important factors influencing it;
- Establishing good working relationships with community groups, funders, politicians, and overseeing consultants and contractors engaged to help achieve the goals of the Maa nulth Treaty Society.

If you have a University degree or Professional Designation in Accounting, Business or Finance, or other relevant field and/or MBA, and 5-years' experience, we would like to talk with you. Visit our website at Maanulth.ca/jobs.asp, call Chuck Poschenrieder at **250.724.1802** or email Administrator@maanulth.ca for further information.

Deadline for response is August 21, 2018.