



SCHEDULE A
BC ASSEMBLY OF FIRST NATIONS
JOB POSTING

POSITION TITLE:	Chief of Staff
REPORTS TO:	Regional Chief and Board of Directors
TERMS:	Full-Time
HOURS OF WORK:	Monday to Friday 8:00 – 5:00pm (Will be required to work occasional evenings and weekends)

The Chief of Staff, reporting to the elected BCAFN Regional Chief and Board of Directors, provides leadership, in accordance to the direction as defined by duly passed resolutions, in planning, implements work plans, secures resources, manages BCAFN staff and is responsible for the effective and efficient daily operation of the BCAFN.

Key Job Functions include:

- Supporting the Regional Chief and Board of Directors in carrying out the BCAFN's mission, vision and mandate in accordance with direction provided by BCAFN members and the BCAFN Board of Directors
- Acting as the political policy advisor and manager to the Regional Chief, including:
 - Providing high level, innovative support and strategic advice to the Regional Chief and Board of Directors;
 - Providing current political and technical advice directly to the Regional Chief and Board of Directors.
- Providing support and carrying out the direction of the Board of Directors on governance and administrative matters
- Overseeing the day to day operations of the BCAFN

Specific Responsibilities include, but are not limited to:

- Providing strategic and political advice to the Regional Chief and Board of Directors
- Managing and directing all activities of the office of the Regional Chief
- Overseeing, managing and directing the staff of the office of the Regional Chief
- Financial planning, implementation and management
- Overseeing and managing in collaboration with the BCAFN Finance manager the approved BCAFN budget
- Securing resources to carry out the operations of BCAFN
- Overseeing and aiding in the development and implementation of all policy objectives, strategies and operating plans for the office of the Regional Chief
- Effectively and efficiently responding to requests from BCAFN membership
- Vetting draft policy documents and providing input to the Regional Chief
- Program and Policy planning, implementation and management



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- Managing communications and flow of information
 - Drafting briefing notes, decision notes, and other relevant communication requirements
 - Managing and disseminating information to BCAFN members
 - Liaising and working collaboratively with First Nations' Chiefs and Leaders
 - Liaising and working collaboratively with partner organizations including but not limited to the First Nations Summit, Union of BC Indian Chiefs, Assembly of First Nations, Government of British Columbia and Government of Canada
 - Ensuring compliance with the provisions of the Society Act
 - Implementing BCAFN resolutions in collaboration with the BCAFN policy staff

Education, Experience and other requirements:

- University Degree, from a recognized post-secondary institution, preferably in business administration or public service administration – equivalent work experience also acceptable.
- Minimum of five years of experience as a senior administrator, preferably for a First Nations provincial/territorial organization.
- Experience supervising and managing staff.
- Experience with financial management.
- Strong leadership, interpersonal and organizational skills, excellent written and oral communication skills, excellent time management skills.
- Knowledge of First Nations political and legal issues.
- Travel for work related events.
- Flexible schedule, will be required to work occasional evenings and weekends.

TO APPLY:

If you are interested in this opportunity, please email your cover letter and resume to maureen.buchan@bcfn.ca

Preference will be given to applicants with Aboriginal ancestry.

Application deadline date is Monday, February 19, 2018, 4:00pm (PST).

We thank all applicants for their interest, however only those candidates selected for further consideration will be contacted.