Reporting to the Treaty 8 Executive Board and Assembly of Treaty 8 Chiefs, the CAO leads Treaty 8 organization and its personnel in achieving the organization’s mandate, goals and objectives and is responsible for the overall development, implementation administration and management of the day-to-day operations of the organization under the policies and direction of the Sovereign Treaty 8 Chiefs.

MAJOR RESPONSIBILITIES:

Corporate Leadership:
1. Ensuring the proper and timely scheduling of Chiefs, Specific Task Committees and other gatherings/meetings as may be called;
2. Preparing the Chiefs’ Agenda in collaboration with the Grand Chief and the designated Chairpersons of the Treaty 8 project initiatives and specific personnel;
3. Maintaining effective working relationships with outside organizations and departments, i.e. INAC, FNIHB, etc., other Treaty Organizations, Tribal Councils and Political organizations;
4. Seeking or negotiate alternate sources of funding on behalf of the organization subject to the approval of the Executive Board and/or the Treaty 8 Chiefs;
5. Ensuring the decisions of the Sovereign Treaty 8 Chiefs and/or the Executive Board by motion(s), resolution(s) or directions given collectively by consensus from the Chiefs and/or the Executive Board meetings are processed in a timely and efficient manner;
6. Ensuring reports, correspondence and other documents are properly prepared and filed as to the follow-up of the Chiefs decisions;
7. Compiling briefings of all meetings for record purposes and for the perusal of the Chiefs;
8. Reporting to the Executive Board on all matters relating to the organization for their information or approval;
9. Preparing an organizational work plan annually for the organization for submission and approval to the Treaty 8 Executive Board, and to report periodically on the status of the work plan to the Executive Board;
10. Ensuring the Vision and Mandate of the organization is maintained and enforced.
11. The Chief Executive Officer shall work cooperatively and constructively with all Treaty 8 staff in ensuring the accuracy, relevancy, meaningfulness and effectiveness of the overall operations of Treaty 8 First Nations of Alberta.

Strategic Communications:
1. Operating as the most senior executive within the organization, the CAO performs a critical role in service to the Sovereign Treaty 8 Chiefs by ensuring their vision and strategy is implemented, in full collaboration.
2. Extensive face-to-face, telephone, fax, email and regular mail contact with the Chiefs, Treaty 8 Executive Board, Treaty 8 leadership, professional and support staff, First Nation members and groups, partners (Tribal Councils and others), federal and provincial government officials, professional organizations, other stakeholders and the general public.
3. Extensive face-to-face contact with First Nation members, leadership and officials of Treaty 8 (Alberta) and their representative organizations/agencies
4. Implementing a communication strategy for the organization;
5. Ensuring pertinent information is forwarded in a timely and efficient manner to the Executive Board, the Sovereign Chiefs, Council and First Nations, Tribal Organizations and/or as otherwise directed;
6. Preparing press releases and other media inquiries as may be required and directed by the Executive Board;
7. Responding to inquiries relating to the business of the organization for the administrative level;
8. Reporting to the Executive Board any issue or concern brought to the attention of the organization that will require direction or resolution;
9. Meeting with any First Nations as may be requested to respond to any question or concern expressed in relation to the organization;
10. Assisting and supporting the Grand Chief and the Executive Board.

Financial Management:
- Direct and ensuring the financial management of the organization is in accordance with approved policies and procedures in collaboration with the Chief Financial Officer;
- Report to the Executive Board on any issue or concern for immediate resolution;
• Making recommendations to the Executive Board that will enhance the financial management of the organization.

**Human Resource Management:**
1. Providing direct and indirect supervision to all personnel within the organization;
2. Ensuring the implementation and adherence of the Personnel Policies;
3. Assisting in the hiring of employees and addressing disciplinary actions, including termination, subject to hiring policies and procedures;
4. Assigning tasks to personnel as may be required;
5. Ensuring Employee Evaluations, both probationary and annually, are conducted;
6. Responding to any issue of concern in relation to personnel of the organization;
7. Reporting to the Executive Board what personnel positions are required to effectively and efficiently carry out the responsibilities of the organization for budgetary approval;
8. Reporting to the Executive Board of any personnel changes as matter of information;
9. Promoting team building with the personnel to enhance work performance and productivity.

**QUALIFICATIONS and CRITICAL SKILLS:**

**Education:** Post-secondary degree in business, administration or political science OR an equivalent combination of related education, training and managerial experience with treaty organizations or the public or private sector.

**Leadership Attributes:** Demonstrate experience at the senior management / CAO level; Demonstrate experience and commitment to Treaty 8 Nations communities; Proactive, motivate, energetic leader with strong project management, priority setting and time management skills; Experience and ability to lead, coach, mentor and manage staff using collaborative leadership style; Strong decision-maker based on critical thinking, problem solving and analytical skills; ability to provide strategic business direction and draw together a multi-discipline team to achieve results; Ability to proactively recognize and manage risks for success; Strong relationship building and partnership building skills; Ability to make clear recommendations to Executive Board, Committee of Chiefs.

**Experience, Knowledge and Skills:** Extensive knowledge and understanding of First Nation’s governance, natural laws, needs, issues, concerns, aspirations and desires; Understanding of and experience in working with First Nation leadership and federal and provincial officials; Excellent oral and written communication skills; strong public relations and networking skills; Ability to develop and maintain good relations and systems of communications with leadership, boards, committees, staff, communities, government and other agencies or organizations; Demonstrated knowledge and understanding of Treaty 8 and its history, culture and traditions; Strong planning and organizational skills for working within a complex and time-sensitive environment; Proficiency in computers and presentation software.

**Additional requirements:** Possess valid driver’s license and own or access to a vehicle; Willingness and ability to travel extensively within Treaty 8 (Alberta) Territory and other destinations when required; Willingness and ability to work after hours and/or weekends when required; Willingness to submit to oath of confidentiality; Ability to speak and/or understand the Cree or Dene language (or another applicable First Nation language) is an asset.

Please submit resumes and salary expectation to:

Grand Chief WCTC Ramona Horseman  
Email: Ramona.Horseman@horselakefn.ca  
Or Alex Sawchuk, Chief Financial Officer  
Email: ASawchuk@treaty8.org  
c/o Treaty 8 First Nations of Alberta  
18178 – 102 Avenue  
Edmonton Alberta T5S 1S7

We thank those who apply, however only those selected for consideration will be contacted.

Dated February 5th, 2020