

SUNCHILD FIRST NATION

BAND MANAGER

ROCKY MOUNTAIN HOUSE, ALBERTA

ABOUT SUNCHILD FIRST NATION

Sunchild First Nation is a Cree First Nation in Alberta, Canada part of Treaty 6, signed on May 25, 1944, under the leadership of Chief Louis Sunchild. The First Nation has one reserve, Sunchild 202. The reserve is located approximately 60 km northwest of Rocky Mountain House and shares its western border with the O'Chiese First Nation. Led by Chief Joey Pete and councillors, Sunchild First Nation is approximately 1500 members with approximately 65% of those members living on the Nation. The community is served by Sunchild First Nation's administrative office, Sunchild First Nation School, Sunchild health center, Sunchild convenience store, a community head-start program, volunteer fire department, community corrections, and an RCMP remote office.

ABOUT THE BAND MANAGER

As a dedicated and visionary Band Manager, you step into a leadership role that extends far beyond administration—this position is a commitment to people, relationships, and shaping a strong future together. Reporting to Chief and Council, your focus is to work with the community, not just for it, ensuring that every action and decision reflects respect, responsibility, and collaboration. You oversee all Band operations, making certain that every initiative aligns with legislation, policies, and procedures while guiding financial transactions, programs, and services developed by the Band Council and Staff.

Managing all staff and programs undertaken by Sunchild First Nation, you serve as a vital liaison between governmental agencies, private businesses, and other organizations seeking partnership or offering support. Your vision helps forge meaningful collaborations and foster growth, always keeping the best interests of Sunchild First Nation at heart. You maintain proper records and documentation, submit required information to government agencies as needed, and ensure all business operations are conducted responsibly, confidentially, and ethically.

If you are inspired by the chance to make a lasting impact, by building trust, empowering the community, and creating real change, this role allows you to lead with compassion and vision, helping Sunchild First Nation thrive for generations to come.

KEY RESPONSIBILITIES

Governance and Leadership

- Support Chief and Council in creating a path forward that aligns with traditional governance, values, and community needs.
- Lead the development and implementation of strategic and operational plans, ensuring they reflect the vision and priorities of the community and leadership.
- Coordinate the development and implementation of policies and procedures to support effective governance and service delivery.
- Ensure all operations are conducted within relevant legislation, policies, and procedures.
- Provide guidance, recommendations, and ongoing reporting to Chief and Council on programs, services, and future opportunities.
- Ensure all contracts and agreements entered into by the Nation are closely monitored and adhered to.
- Facilitate meaningful engagement between leadership and community members, ensuring decisions reflect collective voices.
- Represent the Nation at local, regional, and national gatherings, strengthening relationships and advocating for the community.
- Maintain strong relationships with community members, ensuring open and transparent communication about Nation initiatives.
- Develop and uphold meaningful partnerships with government agencies, businesses, and other organizations to support community priorities.
- Attend community events and gatherings, offering direct support and advocacy to members.
- Establish communication pathways for community feedback, ensuring voices are heard and considered in decision-making.

Stewardship of People, Resources, and Finances

- Oversee the Nation's financial well-being, including AR, AP, budgeting, payroll, funding agreements, financial reporting, financial statements and audits.
- Ensure financial transparency and accountability by establishing and ensuring financial controls are in place.
- Guide the management of Nation assets, programs, and staff while upholding community values and expectations.
- Support staff with clear policies, procedures, and performance expectations rooted in a strong and respectful workplace culture.
- Lead the recruitment, onboarding, performance management and training of employees in alignment with the Nation's needs and principles.

- Initiative corrective action when necessary of staff.
- Supervise equipment and facility use and maintenance, safeguarding valuable community assets.
- Ensure record keeping and filing systems are properly established and consistently maintained.
- Coordinate the preparation of all program budgets.
- Be familiar with Generally Accepted Accounting Procedures (GAAP) and Public Sector Accounting Standards.
- Maintain up-to-date knowledge of all budget and funding requirements, applicable government financial legislation and policies, as well as all band financial policies and procedures

Community-Centered Programs and Services

- Oversee the delivery of programs and services in key areas such as Education, Health, Infrastructure, Social Development, and Strategic Initiatives.
- Ensure services meet the evolving needs of the Nation while maintaining alignment with funding agreements and legislation.
- Establish and uphold policies and procedures that honour both traditional and contemporary governance practices.
- Identify risks and develop appropriate mitigation strategies to protect the well-being of the community and organization.
- Develop proposals for program funding and ensure that program funds are expended responsibly.
- Evaluate the effectiveness of programs and their delivery to support ongoing improvement and accountability.

SKILLS AND QUALIFICATIONS

- A Bachelor (or equivalent) degree in Business Management, Public Administration, or Finance.
- 5+ years of related leadership experience, ideally in a management role for a First Nations organization.
- Proven ability to build effective relationships with community members and external stakeholders.
- Knowledge of structures, processes, and programs of various levels of government including Federal, Provincial and First Nations organizations.
- Possesses strong ethical standards, work ethic, and highly motivated
- Advanced computer skills including Microsoft Office Applications. Familiarity with ISC and GIS would be an asset.
- Demonstrates team leadership and management abilities, with a strategic approach to planning, problem solving, and decision making.
- Excellent verbal and written communication skills, including preparing reports, applications, and motions, as well as strong public relations and speaking abilities.
- Manages stress and time efficiently to achieve organizational objectives and support the community's success.

TOTAL REWARDS AND APPLICATION PROCESS

As a member of the team, you will have access to a wide range of employee benefits including:

- Competitive base salary of \$120,000
- Benefits Package
- 4 weeks paid vacation
- Two (2) weeks winter holidays over Christmas
- Relocation allowance if required

Sunchild First Nation is committed to fair hiring practices and a respectful, inclusive workplace. Applications from all qualified individuals are welcome. Interested candidates should apply through MNP's official process by sending their resumes to kam.ketler@mnp.ca avoiding direct approaches to Sunchild First Nation staff.