



Job Opportunity: Chief Administrative Officer

About Yekooche First Nation:

The Yekooche traditional territory is located about 85 km northwest of Fort St. James, British Columbia. It comprises 4 reserves on a total of roughly 180 hectares of land. Most of our band members live in Reserve #3 (Yekooche) located along the northwest arm of Stuart Lake, where Nancut Creek drains Cunningham Lake into Stuart Lake.

Position Overview:

Yekooche First Nation (YFN) is seeking a dynamic and strategic Chief Administrative Officer (CAO) to lead our community and drive our vision forward. The successful candidate will demonstrate exceptional leadership skills, with a focus on operational excellence, strategic planning, and community engagement. Reporting directly to the Chief and Council, the CAO will guide the Nation's strategic direction in economic growth, operations, housing, community safety, and more, while upholding our values of collaboration, integrity, and accountability.

Duties and Responsibilities:

Leadership and Governance

- Serve as the primary administrative advisor to Chief and Council.
- Provide visionary leadership to Council by implementing directives and offering strategic advice on policies and community projects.
- Support effective governance by ensuring clear separation between political leadership and administrative operations.
- Uphold high standards of integrity and transparency in all operations and decision-making.
- Promote transparent, ethical, and accountable administration.
- Act as the primary liaison among elected officials, YFN staff, First Nations, government entities, and community partners.

Operational Management

- Oversee the daily operations of all departments within Yekooche First Nation, ensuring efficiency and effectiveness.
- Oversee the development and implementation of administrative policies and procedures that optimize organizational efficiency, ensure regulatory compliance, and support the delivery of high-quality services to residents.

- Working alongside the Director of Finance to manage the Nation's budget and financial resources prudently, identifying opportunities for cost savings and revenue generation to maintain fiscal sustainability

Strategic Planning and Implementation

- Under Council's direction, lead the development and implementation of comprehensive strategic plans and initiatives that align with identified strategic priorities.
- Monitor progress towards strategic goals, evaluate outcomes, and adapt strategies as necessary to capitalize on emerging opportunities and address evolving community needs.
- Proactively identify and respond to challenges, trends, and opportunities that impact the Nation, demonstrating agility and innovation in decision-making and problem-solving.

Community Engagement and Relations

- In collaboration with Council, cultivate positive relationships with diverse community groups, businesses, and residents, fostering a sense of inclusivity and civic pride.
- Actively engage with community partners to understand their objectives, address concerns, and collaborate on initiatives that enhance community well-being and economic vitality.
- Represent the Nation at public events, meetings, and forums, advocating for community interests and promoting public participation in civic affairs.

Team Development

- Provide leadership to directors, managers, and staff.
- Collaborate with Human Resources to recruit, retain, and mentor senior management staff, fostering a high-performing and supportive organizational culture
- Encourage ongoing professional development and skill enhancement for staff.

Qualifications

Education and Experience:

- Master's degree in Public Administration, Political Science, Business Administration, Community Development or a related field.
- Minimum of 10 years of administrative and senior leadership experience, preferably in a First Nations environment.
- Bachelor's degree with significant relevant experience will be considered.

Knowledge, Skills and Expertise:

- Proven leadership and management experience in complex multi-stakeholder environments.
- Expertise in governance, financial management, and organizational development.
- Familiarity with social and economic issues affecting First Nations communities.
- Strong project management, communication, negotiation, and conflict resolution skills.

- Commitment to understanding Indigenous culture and fostering economic opportunities.

Conditions of Employment:

- Ability to obtain and maintain a clear police information check with vulnerable sector.
- Obtain and maintain positive evaluations and assessments to effectively fulfill responsibilities.
- Must adhere to the conditions set out in the Yekooche Employment Agreement.
- Maintain positive working relationships with the Yekooche Staff Team.
- Must have a valid bank account and Social Insurance Number.
- Must be willing to participate in community activities and events.
- Must be willing to stay in the community twice a week.
- Must be willing to attend business travels with Chief and Council as needed.
- Must possess a valid Class 5 driver's licence with a clear driver's abstract.

Benefits

- Comprehensive group benefits plan, including extended health, vision, dental and disability coverage, at the beginning of employment.
- Life Spending Account.
- Employer-sponsored Registered Retirement Savings Plan (RRSP) with a 5% employer match at the beginning of employment.
- Up to five weeks of paid time off.
- Two weeks paid Christmas break.
- Relocation assistance.
- On-site parking.

How to Apply

Send your resume and cover letter to: director.hr@yekooche.com and hr2@yekooche.com

Deadline to Apply: February 28, 2026

Job Type: Full-Time

Salary: \$150,000-\$170,000 per year

Work Location: Prince George Head Office and Yekooche Band Office

Schedule: Monday to Friday from 8:30 a.m. to 4:30 p.m., with a 1-hour lunch break.