



'NAMGIS
FIRST NATION

Job Title: Assistant Administrator
(Externally referred as Deputy Administrator)

Employer: 'Namgis First Nation

Location: Alert Bay, BC

Employment type: Full Time _ on-site

Salary: Level 25, \$52.00 per hour to \$61.34 per hour (\$94,640-\$111,639 annually),
commensurate with experience

Reports to: Senior Administrator

Number of Positions: One (1)

Posting closes: Until filled

EXECUTIVE OPPORTUNITY

ABOUT THE ROLE

Trimark People Solutions is honoured to support 'Namgis First Nation (the "Nation") in recruiting an Assistant (Deputy) Administrator — a key governance and administrative leadership role that strengthens operations, departmental coordination, and culturally grounded service delivery.

The Nation invites committed, values-driven administrative professionals to consider this meaningful opportunity. Reporting to the Senior Administrator and serving on the senior management team, the Assistant (Deputy) Administrator ensures that governance and administrative functions operate with clarity, accountability, and respect for 'Namgis teachings and traditions.

Rooted in the community's history and expectations, the role supports transparent governance, responsive administration, and respectful engagement with Elders, hereditary leaders, staff, and community members. The successful candidate will bring professionalism, humility, and cultural awareness to their work, contributing to strong, connected, and thriving generations.

Reporting to and working closely with the Senior Administrator, the Assistant (Deputy) Administrator provides direct oversight to the Administration support team and acts as a liaison to senior management, external partners, and government agencies. The role ensures smooth communication flows, efficient operations, and adherence to governance requirements.

'Namgis Administration oversees a broad range of departments — including Child and Family Services, Education, Natural Resources, Communications, Lands and Infrastructure, Accounting, and Health — and serves as the administrative liaison to the 'Namgis Business Development Corporation. Within this structure, the Assistant (Deputy) Administrator coordinates departmental activities, supports Directors in achieving work plan goals, and ensures compliance with NFN policies and reporting requirements.

As the Nation strengthens its administrative capacity, the long-term goal is to have two Assistant (Deputy) Administrators. One is currently in place, and this recruitment will identify the second. Once both roles are filled, each Assistant (Deputy) Administrator will be assigned a group of portfolios to ensure balanced oversight across the organization. Both will collaborate closely

with Directors, report progress through the annual work plan process, and adapt portfolio assignments as organizational needs evolve.

This role is ideal for an organized, relationship-oriented leader who thrives in a dynamic environment and is committed to supporting the long-term wellbeing and sustainability of a vibrant Indigenous government.

Key responsibilities

- Support the Senior Administrator in developing, implementing, and monitoring the Nation's annual work plan, ensuring departmental contributions are coordinated, accurate, and aligned with strategic priorities.
- Work directly with Directors to advance departmental goals and objectives, ensuring updates, deliverables, and performance indicators are submitted in a timely and accountable manner.
- Ensure departmental, program, and project compliance with 'Namgis policies, procedures, records management standards, and all related reporting and governance requirements.
- Oversee the preparation, submission, and monitoring of operating budgets, identifying efficiencies, addressing variances, and ensuring fiscal responsibility across assigned portfolios.
- Provide leadership, direction, and performance management to Administration support teams, fostering a respectful, high-performing, and service-oriented work environment.
- Act as the Senior Administrator's designate during absences or as required, ensuring continuity of operations, decision-making, and communication with Council, staff, and external partners.
- Attend Council and Membership meetings, representing the Senior Administrator as needed and ensuring accurate follow-up on decisions, action items, and governance commitments.
- Serve as a liaison to 'Namgis First Nation Council Committees, supporting committee operations, documentation, and communication flow.
- Liaise with federal and provincial government agencies, other First Nations, Indigenous organizations, and local governments, representing the Senior Administrator and advancing Nation priorities.
- Respond to inquiries and information requests from community members, staff, and external partners in a timely, respectful, and accurate manner.
- Coordinate and follow up on Directors' meetings, ensuring action items, timelines, and reporting expectations are clearly communicated and monitored.
- Chair Post-Secondary Committee and Housing Committee meetings as required, ensuring governance processes and documentation are upheld.
- Coordinate the election process for Chief and Council, ensuring compliance with policies, timelines, and procedural requirements.
- Perform additional related duties.

Qualifications

- Post-secondary degree in Public Administration, Business Administration, Indigenous Governance, or a related field; an equivalent combination of education and progressively responsible experience will be considered.
- Minimum three (3) years of senior management experience within a First Nations government, Indigenous organization, or comparable public-sector environment, demonstrating sound judgment, leadership maturity, and operational oversight.
- Strong knowledge of Federal and Provincial funding frameworks, reporting requirements, and compliance expectations relevant to First Nations programs and services.
- Proven experience developing and implementing work plans, project proposals, and departmental strategies, with the ability to translate goals into actionable, measurable outcomes.
- Demonstrated leadership in performance management, including coaching, conflict resolution, team development, and fostering a respectful, accountable work environment.
- Exceptional communication skills, both written and verbal, with the ability to prepare clear reports, present to Council, and engage effectively with community members, Elders, hereditary leaders, and external partners.
- Solid financial acumen, including experience with budget development, monitoring, variance analysis, and identifying operational efficiencies.
- Intermediate to advanced proficiency in MS Office applications (Word, Excel, PowerPoint) and comfort working with digital administrative systems, records management tools, and reporting platforms.
- Ability to work with discretion, diplomacy, and cultural humility, always maintaining confidentiality and upholding governance integrity.
- Valid BC Driver's License and reliable personal vehicle for business use; willingness to travel and work evenings/weekends as required.

Additional Information

- Overtime, evening and weekend work may be required from time to time
- Travel as may be required from time to time
- A valid BC Driver's License and personal vehicle for business use

Who You Are:

- A relationship-oriented leader who builds trust, fosters collaboration, and engages respectfully with Elders, hereditary leaders, Council, staff, and community members.
- Skilled in governance and administration, with the ability to navigate complex organizational structures, support strategic priorities, and uphold culturally grounded decision-making.
- A confident and diplomatic communicator who conveys information clearly, prepares strong reports, and represents the Nation with professionalism in all internal and external interactions.
- Experienced in First Nations organizational environments, bringing cultural humility, awareness of community dynamics, and respect for Indigenous governance traditions.

- Highly organized, responsive, and detail-focused, able to manage multiple priorities, maintain accurate records, and ensure timely follow-through across diverse portfolios.
- A steady, accountable presence who demonstrates sound judgment, integrity, and a commitment to strengthening the Nation's administrative foundation.

What We Offer:

- Relocation and/or housing support may be provided.
- A collaborative, purpose-driven work environment.
- Group Health Benefits and Pension plan.
- The opportunity to make a direct, lasting impact on the health and sustainability of a vibrant Indigenous community.

TOTAL REWARDS

The 'N̓amgis First Nation offers a competitive total compensation package, including comprehensive group medical benefits, pension participation, and a salary range of \$94,640 to \$111,639 per year (level 25 of the internal salary grid), commensurate with experience, commensurate with skills and experience. **The 'N̓amgis First Nation is an equal opportunity employer that values equity, diversity, and inclusion.** The Nation seeks leaders who honour community values, uphold governance integrity, and contribute to a strong future for generations to come.

TO APPLY

Applications may be submitted online at [Deputy Administrator career opportunity](#). Trimark People Solutions is leading the search for our next Assistant (Deputy) Administrator.

We thank all applicants for their interest; only shortlisted candidates will be contacted.

ABOUT THE 'N̓AMGIS FIRST NATION

The 'N̓amgis First Nation is a vibrant and resilient community located on Cormorant Island (Alert Bay), grounded in deep cultural teachings, land stewardship, and governance traditions handed down through generations. The Nation delivers a wide range of programs and services—including health, child and family services, education, lands and natural resources, housing, finance, public works, and community wellness—guided by values of respect, unity, accountability, and relational responsibility.