



**Band Manager  
One (1) Full-time Permanent  
Moosomin First Nation**

**THE POSITION:**

Moosomin First Nation is seeking a full time Band Manager. The Band Manager will provide leadership and operational oversight, directly supporting Chief and Council. This role focuses on fostering a transparent, trustworthy relationship with leadership, ensuring that all operations align with the community's values, culture, policies, and long-term goals. The Band Manager will be instrumental in promoting a culture of collaboration, effective communication, and accountability within Moosomin's administration.

**DUTIES AND RESPONSIBILITIES:**

- **Lead Daily Operations:** Oversee the day-to-day operations, supporting Chief and Council in decision-making to meet organizational goals.
- **Foster Team Culture:** Encourage a positive, collaborative environment across departments to strengthen community-oriented service.
- **Council Meeting Attendance:** Attend all Chief and Council meetings to ensure accurate reporting, schedule follow-ups on priorities, and manage documentation.
- **Document Decisions:** Take comprehensive meeting minutes, track action items, and assist Chief and Council with administrative tasks as needed.
- **Community Engagement:** Maintain clear and professional communication with Chief and Council, community members, committees, staff, and external partners.
- **Financial Oversight:** Collaborate with the CFO on budgeting, forecasting, and long-term financial planning to support sustainable growth.
- **Support Initiatives:** Partner with Chief and Council to develop and execute long-term initiatives that align with community needs and goals.
- **Policy Adherence:** Ensure staff compliance with Moosomin's administrative and financial policies, as well as all applicable laws and regulations.
- **Staff Awareness:** Promote awareness of relevant governance codes, laws, and regulations within the organization.
- **Performance Management:** Conduct annual performance reviews for department staff, with HR support, to encourage accountability and growth.
- **Regular Meetings:** Schedule and lead directors' meetings to encourage alignment and consistent communication across departments.
- **Other Duties as assigned**

**QUALIFICATIONS:**

- Degree in Business Management/Administration or a related field
- Equivalent combination of education and relevant experience in a similar role with proven demonstration of skills
- An equivalent combination of formal education and substantial relevant experience in a management or leadership role within a community or public administration setting.
- Knowledge of ISC Program Policy and the ability to adhere to program compliance.
- Works well under tight deadlines and proficient in multitasking skills.
- Demonstrate knowledge of First Nation cultural and community value systems.
- Strong communication and organizational skills.
- Strong management skills with a focus on creating a positive, culturally sensitive workplace
- Proven experience in budgeting and financial planning.
- Strong written and, oral communications skills, negotiation, conflict resolution, and public relations skills

**Closing date: February 20, 2025- Please quote Competition #MSN-01**

**Please submit RESUME, COVER LETTER AND CPIC to:**

**Human Resources  
Battleford Agency Tribal Chiefs  
1282 101<sup>st</sup> Street, Unit 200  
North Battleford, Saskatchewan S9A 0V7**

**Phone: 306-446-1400  
Fax: 306-937-3781**

**Email: [humanresources@batc.ca](mailto:humanresources@batc.ca)**

***Moosomin First Nation thanks all applicants, only those applicants chosen for an interview will be contacted.***