



## CHIEF ADMINISTRATIVE OFFICER (CAO)

The Chief Administrative Officer (CAO) is responsible for leading ʔaqam's overall strategic direction and operations and is responsible for overseeing and directing all programs and services offered by the Organization, as well as administering the Organization's annual operating budget. This position is the primary liaison between Chief and Council and the Organization, implementing any directives or decisions. The CAO is also responsible for leading employees to achieve ʔaqam's Vision, Mission, and Values, and monitoring organizational performance.

### Key Responsibilities

- Participate in the updating of ʔaqam's strategic plan, overseeing its implementation and achievement, and ensuring alignment of individual department work plans and goals.
- Strong mentorship focus, passing on knowledge and growing current staff and community members to develop their skills.
- Maintain regular communication with Chief and Council on the Organization's activities and operations, including priorities, successes, opportunities for improvements, and discuss recommendations.
- Manage and provide leadership to all Directors/Senior Leadership Team, keeping apprised of day-to-day activities and oversee department work plans; ensure individual and departmental short and long-term objectives are achieved.

The successful candidate will possess exceptional leadership skills, hold extensive knowledge of intergenerational trauma, the effects of colonization and residential schools and a trauma informed workplace. Completion of post-secondary education in Public Administration or Business Administration or other relevant education combined with a minimum of 5 years' experience in a similar role within a senior level position leading all operations for an organization in a First Nations/Aboriginal environment. Previous experience working directly with Chief and Council is required as well as extensive public speaking, human resources and accounting and/or finance experience.

For further information about this position, please see the [full job description](#) and visit our website [aqam.net](http://aqam.net). ʔaqam is working with [Leaders International](#) to fill this vacancy

Salary will commensurate with experience and qualifications and includes a favourable benefits package and pension plan.

**To apply for this role, please submit your cover letter and resume marked "Chief Administrative Officer" to:**

Kristi Gingrich, HR Generalist, ʔaqam Administration  
7470 Mission Road, Cranbrook, BC, V1C 7E5  
email: [kgingrich@aqam.net](mailto:kgingrich@aqam.net)

*Preference will be given to candidates of Ktunaxa or other First Nations ancestry and ʔaqam encourages applicants to self-identify within your application. Thank you to all those that apply, however only those selected for an interview will be contacted.*