



Gitlaxdax Nisga'a Terrace Society

101-4441 Lakelse Avenue

Terrace, BC, V8G 1P1

P: 250-635-8050

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Email: admin@gitlaxdax.ca

Web: www.gitlaxdaxnisgaaterracesociety.ca

Employer: Gitlaxdax Nisga'a Terrace Society

Position Title: CEO

Reports to: Chairperson, Board of Directors

Status: Full-Time

Posted Sept 28, 2022: Until Position is Filled

Who we are: Gitlaxdax Nisga'a Terrace Society (GNTS) is a non-profit, community organization that works to enhance the social, economic, physical, cultural, and spiritual well-being of the Nisga'a citizens that reside in the Terrace/Thornhill area. GNTS provides quality programs and services for our membership, focusing on Nisga'a Language & Culture, family, education, and recreation programming. We have many programs promoting Nisga'a Cultural learnings and traditions year round. We are funded by Nisga'a Lisims Government and are governed by our own Society Constitution, By-Laws, and Board of Directors. Please visit our website: <https://gitlaxdaxnisgaaterracesociety.ca/> about to learn more about us.

We focus on:

- Value and work towards unity in all that we do
- Equality, diversity, and inclusion
- Honoring different perspectives
- Creating a meaningful workplace that creates impact for our citizens

If you are:

- An excellent communicator who engages and motivates those you work with to create meaningful impact
- Decisive, make decisions quickly with conviction
- Insightful and understand the needs and priorities of those you partner with
- Focused on delivering results
- A Leader who can adapt proactively to an ongoing changing environment

Then we would love to hear from you!

We work and interact with a vulnerable population and as such, we have a mandatory COVID-19 vaccination policy for all employees at GNTS. This policy requires all employees to be fully vaccinated against COVID-19. If selected for employment, you will be required to provide proof of vaccination by providing a copy of your BC Vaccination Card Passport with the QR code.



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Position Summary: Reporting to the Chairperson, the **CEO**, will define and lead the execution of strategic business goals and targets for the Gitlaxdax Nisga'a Terrace Society (GNTS) while ensuring alignment with our overall vision, values and strategy as determined in conjunction with the Board of Directors. The CEO is responsible for managing the overall daily activities and ensuring the continued growth of GNTS revenue, maximizing operational efficiencies and profitability, while contributing to exceptional staff and community member satisfaction. The CEO in conjunction with the Board of Directors will ensure compliance with the Nisga'a Treaty, Nisga'a Constitution, Nisga'a Legislation, and other applicable acts and legislation for all Gitlaxdax Nisga'a Terrace Society program service delivery and reporting.

Responsibilities: Responsibilities include but are not limited to the following;

- Ability to work with a Board of at least 3 Directors to develop and apply a vision and strategic plan to guide the organization
- Works closely with the Chairperson and Board of Directors to ensure the appropriate briefings and analysis are prepared for the Board of Directors, internal and external work, and meetings, including the development, review, and analysis of agendas, briefing notes on key issues, presentations, reports, publications, etc.
- Supports evaluation processes, including analysis and summary report preparation.
- Under the direction of the Chairperson, develops meeting agendas, policies, governance manual, Terms of References, board evaluations, and request for proposals and other governance tools and documents.
- Demonstrates familiarity with an aptitude for working cooperatively with First Nations communities while maintaining an awareness of such unique cultural practices and values as may be applicable to the GNTS in respect of operations, human resources management and all aspects of internal and public relations.
- Set a clear vision with short and long-term strategies for GNTS to enhance current business practices and performance.
- Create and lead the execution against an annual business plan for the GNTS which includes measurable objectives that align with the overall board focus.
- Solicit the involvement of relevant Board members and staff in each area of the business to build plans, ensure leaders have a clear understanding of the plans, and obtain departmental buy-in to the plans.
- Maintain industry and professional expertise by participating in industry and/or professional events, conferences, reviewing relevant industry communication and analyst reports.
- Anticipate and identify organizational change initiatives required to support the GNTS strategy and goals.
- Define specific implementation plans for change and clearly communicates plans to all relevant groups.
- Put in place the systems, structures, and disciplined practices required to manage results, including planning and prioritizing, providing clear direction, ensuring accountability, and monitoring the achievement of financial, quality, safety, and other key business measures.



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- Establish clear plans, targets, and budgets to support operational excellence and optimum performance for the GNTS.
- Closely monitor and measure operational plans and targets, identifying problem areas and proactively taking charge of solutions and are accountable for the financial performance of the GNTS.
- Establish processes to ensure decisions and actions are followed through and plans executed for the GNTS.
- Ensure application of applicable legislation and regulations (i.e., Work Safe, employment standards act) and monitor compliance.
- Connect and build relationships with staff in their work and ensure that recognition, performance management practices (formal & informal) are in place.
- Set performance targets and measures and motivate staff to achieve targets while monitoring and managing overall performance of the group and direct reports.
- Effectively communicate the organization's strategy so all staff clearly understand it.
- Create and implement a community involvement plan, taking leadership roles within the local community and building a positive reputation for the GNTS through active participation.
- Successfully drive results through influence rather than title; demonstrate empathy and employ curiosity when leading and working with others while demonstrating cultural sensitivity and thoughtfulness to community members.
- Ensure all legal and legislative requirements for the ongoing operation of the businesses are met and promptly inform the Board in the event there are any lapses or concerns.
- Monitor and manage any safety or infrastructure issues that may arise.
- Present a professional demeanor at all times as a representative of GNTS
- In addition to the Executive Member and GNTS chairperson, act as a spokesperson for the organization as needed
- Plan, develop and implement programs and services consistent with GNTS strategic direction: ability to translate mission/vision into concrete action items
- Develop and administer annual budget, using the resource allocation model of the GNTS Governance Manual
- Maintain financial risk management policies and procedures. Maintain fundraising records and documentation
- Liaise and work with the Nisga'a Lisims Government (NLG), NLG Village Governments, other Urban Locals, other program and GNTS service providers



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Knowledge, Skills, and Abilities:

- Superior organizational skills and the ability to pay close attention to detail
- Superior verbal and written communication abilities
- Must have a valid BC Driver's license with clean driving abstract
- 4-6 years of experience in a senior leadership position, ideally in a community-based non-profit environment
- Previous experience reporting to a board considered an asset
- Demonstrable ability to coach, and mentor direct reports
- Perform all job duties and responsibilities in an honest and ethical manner and in compliance with all laws, regulations, and company policies
- Proficient with MS Word, Excel, PowerPoint, Zoom, Survey Monkey, MS Teams, and MS Outlook
- Proficient computer skills including electronic mail, record keeping, routine database activity, word processing, spreadsheet, graphics, etc.
- Proven decision-making and problem-solving skills.
- Ability to work with all levels of leadership and staff in the organization as well as external clients and the general public.
- Demonstrable experience in and/or understanding of Indigenous languages, arts, and cultural heritage considered an asset
- Demonstrable experience in and/or understanding of Indigenous communities, both rural and urban considered an asset
- Advanced understanding of historical and contemporary Indigenous ways of knowing
- Self-directed, meticulously organized, and excellent time management skills
- Ability and willingness to travel evenings and/or weekends, as needed

Preference may be given to candidates with:

- Previous experience working with First Nations communities.
- Previous experience working with community-based non-profit environments

What is in it for you:

Benefit package:

- Dental care
- Disability insurance
- Extended health care
- Life insurance
- RRSP match

Competitive Salary

If you would like to join our team, please submit your cover letter and resume through this posting. Due to the high volume of applicants only those chosen for an interview will be contacted directly. Do not contact us with unsolicited offers or services.