



JOB POSTING
TREATY AND ABORIGINAL LAND STEWARDS ASSOCIATION OF ALBERTA (TALSAA)
(opportunity dependent on approved funding)

Position Title: Executive Director- Treaty and Aboriginal Land Stewards Association of Alberta

The Treaty and Aboriginal Land Stewards Association of Alberta (TALSAA), is a not-for-profit association that is Aboriginal-controlled, community-based, and membership-driven and dedicated to raising professional capacity in First Nation land management.

TALSAA is a not-for-profit organization of committed First Nations in Alberta Region who are actively networking towards the enhancement of professional development and technical expertise in land management issues. TALSAA is committed to providing networking, peer support and training opportunities for First Nation Land Managers in the Alberta Region.

TALSAA is accepting applications for the position of TALSAA Executive Director.

Position Summary:

Under the direction of the TALSAA Board and immediate supervision of the TALSAA Chair, the Executive Director will, in accordance with the prescribed agreement and expectations of the National Aboriginal Lands Managers Association (NALMA) be responsible for the following:

- Establishment, maintenance and operation of the Treaty and Aboriginal Land Stewards Association of Alberta Administrative Hub
- Support the TALSAA Board in the development of long-term strategic, proposals, annual operating plans and budgets
- Responsible for the financial management of the Association's revenues and expenditures within the parameters of an approved budget
- Provide a high level of administrative support for various projects, programing and communications consistent with NALMA
- Represent the association on various partnership initiatives, committees, and projects as it relates to the goals and objects of the Association
- Liaise with First Nations, other organizations, institutions, associations, Federal, and Provincial Governments
- Promote the role of TALSAA and Regional Lands Associations (RLA) throughout Canada by encouraging, supporting and marketing the Professional Lands Management Certification Program (PLMCP), and ongoing professional development for First Nations Land Managers in the Alberta Region

Location: Currently the TALSAA head office is located in Curve Lake First Nation, Ontario.
Administrative Hub location to be determined.

Employment Type: Contract until March 31, 2021 with a possibility of an extension. The successful candidate will be subject to a probation period. Office hours required of Monday to Friday 8:30 am – 4:30 pm Mountain Time. Evenings and weekends may be required.
This job opportunity is dependent on approved funding

Annual Salary: A Range between \$ 56,000 to \$ 65,000 , commensurate based on qualifications and suitability

Duties and Responsibilities:

Office Administration

1. Establish and maintain office space for TALSAA Administrative Hub
2. Oversee the development and implementation of long-term strategic and annual operating plans and budgets
3. Assist or take lead in the implementation of programs and projects
4. Perform outreach activities to assist First Nations in the Alberta Region
5. Provide high level of administrative support on various types of project funding
6. Disseminate information, products, tools, and systems to TALSAA members, First Nations and other stakeholders
7. Organize TALSAA annual and quarterly meetings and other Board/Membership meetings as requested by the Board
8. Maintain project and program records, and ensure required reporting is prepared in an accurate and timely manner
9. Prepare communication for newsletters, website, annual report and other communications as required
10. Responsible for safeguarding confidential information
11. Oversee the development and implementation of the human resources policies, procedures and practices
12. Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations

Financial Management

1. Compile financial information to assist the TALSAA Board in preparing the annual budget
2. Ongoing promotion of the mission and vision statements, seeking funding and supporting opportunities including, but not limited to, grant applications, fundraising events and sponsorship programs. This includes negotiating and developing contracts with partners and sponsors on behalf of TALSAA and marketing the organization to current and potential supporters
3. Ensure projections are available for all planned activities in the annual work plan
4. Monitor all program budgets and expenditures and report potential variances to TALSAA Board
5. Ensure program invoices, receipts, deposits, and travel claims are accurately and efficiently processed according to TALSAA policies and procedures in accordance with generally accepted accounting principles (GAAP)
6. Prepare funding applications and proposals that enhance the benefits, services and/or operations of TALSAA

Work Environment

Work is generally performed in an office setting; regular and task-specific meetings with stakeholders and partners may occur in major urban locations, mid-size regional cities and in urban or remote First Nation locations. Travel across Canada may be required. Hours of work will vary as required and may include occasional weekends and evenings.

QUALIFICATIONS:

1. A University degree or college diploma in office administration or related field
2. Education or experience in the reserve lands management field would be an asset
3. Five (5) or more years of progressive and effective management experience
4. Partnership/relationship building skills
5. Excellent financial skills and practical understanding of accounting principles
6. Excellent organizational and time management skills
7. Proven proposal writings skills
8. Strong communication skills
9. Flexibility to travel
10. Must possess a valid Class "5" Provincial motor driver's license or access to a vehicle and willingness to travel

KNOWLEDGE:

1. Knowledge of all federal and provincial legislation including: employment standards, human rights, occupational health and safety, non-profit organizations, privacy and freedom of information, etc.
2. Knowledge of current challenges and opportunities relating to the mission of TALSAA and NALMA
3. Knowledge of human resources management, financial management, information technology and project management
4. Knowledge of leadership and management principles as they relate to non-profit/voluntary organizations
5. Knowledge of First Nation land management issues and challenges

Job Description: Available upon request.

Closing Date: June 26th, 2020 at 4:30 p.m. Mountain Time (late applications will not be accepted).

Interviews: Anticipated interview date-July 2020, via Go-To-Meeting.

This position requires a high-level of confidentiality, and a recent qualified Canadian Police Information Centre (CPIC) check.

How to Apply: Mail, Fax, or Email the following:

1. Covering Letter
2. Resume
3. Letters of Reference are encouraged

Please Send To:

Treaty and Aboriginal Land Stewards Association of Alberta
c/o National Aboriginal Lands Managers Association
1024 Mississauga Street
Curve Lake, Ontario K0L 1R0
Email: cmccue@nalma.ca
Fax: (705) 657-7177

***Individuals of First Nations ancestry are encouraged to apply.
Only those selected for an interview will be contacted.
Job Description and Personnel Policy available upon request.***