

EMPLOYMENT OPPORTUNITY

Treaty and Aboriginal Land Stewards Association of Alberta (TALSAA)

Position: Executive Director

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

TALSAA is seeking an experienced and driven individual to fill the position of TALSAA's Executive Director.

Position Summary:

The position of the Executive Director will conduct all duties/tasks in the overall management of TALSAA in accordance with the strategic directions set by the Board of Directors.

The Executive Director will establish partnerships, collaborate with the Alberta First Nations, member Regional Lands Associations (RLA), membership at large, government and other organizations to advance TALSAA's mandate and operations.

Key Responsibilities:

- Participate with the Board of Directors in developing the strategic plan and provide leadership in the implementation of the plan
- Work in partnership with the Board to develop policies and plans consistent with the organization's mandate and member expectations
- Provide information, and knowledge, and advice to keep the Board informed and support Board decision making processes
- Assist in the management of the day-to-day operations of TALSAA
- Assist in the hire, reward, discipline, terminate, and set the remuneration of, all association employees in accordance with policy and/or approved budgets
- Provide leadership to staff to achieve service excellence and effective programming
- Leverage funding opportunities to ensure the continued success of TALSAA
- Collaborate, liaison and support the Alberta First Nations whether a member or non-member in achieving their successes
- Build and maintain relationships with key external stakeholders and lead strategic partnerships
- Assist in carrying out the goals and objectives of TALSAA generally
- Promote the role of NALMA and Regional Lands Associations (RLA) throughout Canada

Location: Remote (Until a TALSAA Office is established)

Employment Type: Contract until March 31st, 2026, full-time
Start date immediate. The successful candidate will be subject to a six month probation period.

Language: English
Fluency in English (written, comprehension and oral)

Practical ability in an Indigenous (written, comprehension and oral) would be an asset.

Practical ability in French (written, comprehension and oral) would be an asset)

Closing Date: April 30, 2024

Annual Salary: \$68,000.00 – health and dental benefits upon successful completion of probationary period (Annual Salary is Non-negotiable)

Job Description: Available upon request

Skills, Knowledge, Competencies: Must possess.

Advanced skill level of:

- Business
- Leadership
- Planning and organization
- Communications (written & oral)

Advance Knowledge

- Strategic Planning
- Business Management
- Non-profit organization and legislative requirements
- First Nation Lands Management (an asset)

Advance level of competencies

- Develop and evaluation of business plans, proposals, budgets, reports, and work plans
- Human Resource Management
- Supervisory
- Financial Management
- Policy and Procedure development
- Proficiency in the use of hardware and software technology primarily in Microsoft Office 365 (Word, Excel, PowerPoint, Outlook, Teams), Adobe Pro, Internet Explorer, various online communication methods and training programs
- Maintain confidentiality and ensure legislated privacy requirements are met.

Requirements

- A bachelor's degree in business/public administration, Higher Education, or other related field, or an equivalent combination of education and direct related experience
- Executive Management of Non-Profit: 2 years (preferred)
- Working with Indigenous Programs: 2 years (preferred)
- Working with non-profits in Indigenous Field (preferred)
- Own transportation and a valid driver's license
- Willing to work overtime and travel including weekends and evenings
- Successful candidate will be required to provide a criminal record check as a condition of employment
- Qualified persons of Indigenous ancestry will be given preference in accordance with s16 (1) of the Canadian Human Rights Act.

Personal Suitability

Initiative; Effective Interpersonal Skills; Accurate; Team Player; Client Focus; Reliability; Organized, and Maintain Confidentiality

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

- Covering Letter
- Resume
- Three current references

Send To: Board of Directors
Treaty and Aboriginal Land Stewards Association of Alberta
Box 1024, 21510 Chief Lapotac Blvd.
Enoch, AB T17 1B0
Email: Chair@talsaa.ca