



EMPLOYMENT OPPORTUNITY

Sturgeon Lake Cree Nation is seeking a highly organized, detail-oriented, and proactive individual to fill the full-time position of:

CHIEF ADMINISTRATIVE OFFICER

Reporting directly to Chief and Council, the Chief Administrative Officer (CAO) is the most senior administrative leader of Sturgeon Lake Cree Nation and is responsible for the overall administration and operational effectiveness of the Nation. As a trusted and strategic leader, the CAO supports the vision and priorities of Chief and Council through relationship-based leadership, Nation-building, organizational excellence, and meaningful community engagement. The CAO provides oversight of the Nation's day-to-day operations while advancing strategic initiatives through effective planning, financial stewardship, accountable governance, and operational leadership.

MAIN RESPONSIBILITIES:

- The preparation of strategic plans for the Departments within the SLCN.
- Emergency Management
- Keeping the Chief and Council fully informed of challenges and successes within the Nation and any important factors that may influence it.
- The development and implementation of policies, processes and procedures, ensuring they comply with all relevant legislation.
- The development of annual work plans and related capital and operating budgets.
- Oversight of day-to-day operations, human resources recruitment and supervision.
- Budget preparation, financial oversight and monitoring.
- Conducting analysis and opportunity identification in relation to the mission of the SLCN.
- Preparing, developing and presentation of reports to Chief and Council and membership.
- The overall planning, design and implementation of projects and programs within the mandate of the SLCN;

QUALIFICATIONS:

- Significant and proven leadership skills developed through at least 5 years in a senior management role and experience related to First Nation program development and management.
- Expert knowledge of First Nation operations, asset management, communications, finance and business processes.
- Proven ability to build effective teams, relationships with external stakeholders, inspire and motivate high performance and effectively resolve conflict.
- University Degree in a related field such as a degree in Governance, Business, Economics, or Finance.
- Must possess excellent communication and presentation skills.
- Ability to develop and maintain effective working relationships with peers, managers, community members, contractors, and suppliers.
- Appreciation of First Nations culture, traditions, procedures and protocols and a high level of cultural understanding including First Nation protocols, community issues/realities and political environment
- Exceptional communication and organizational skills including effective ability to prepare reports, policies, and Band Council documents; knowledge and fluency in technology is an asset.
- Experience in Economic Development, Oil & Gas, Forestry, Land & Resource Management, with knowledge of new economic opportunities such as information and communication technologies
- Current and valid Driver's License.
- Current and valid Criminal Record Check.

Please submit **Cover Letter, Resume and minimum of three (3) References** by

August 14, 2026

By Mail: Sturgeon Lake Cree Nation
Box 757, Valleyview, Alberta T0H 3N0

By Fax: (780) 524-2711

By Email: employment@sturgeonlake.ca