



## **Piapot First Nation**

General Delivery  
Zehner, SK S0G 5K0  
Ph: 306.781.4848  
Fax. 306. 781-4853  
[piapotnation.com](http://piapotnation.com)

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### **Band Administrator – One Full-Time Position Available**

#### **About Piapot First Nation**

Piapot First Nation (PFN) is located northeast of Regina, with a population of approximately nine hundred members on reserve. Piapot controls lands which are comprised of over 19,000 hectares located throughout Saskatchewan. With an abundance of community programs, we take pride in our Nation, ensuring we maintain our cultural and spiritual teachings, which are of utmost importance in our daily operations.

#### **Job Summary:**

Piapot First Nation is seeking a skilled and experienced professional to serve as **Band Administrator**. This is an exceptional opportunity to lead a dedicated team and contribute meaningfully to the Nation's advancement. The Band Administrator will report to the Director of Operations and is responsible for the overall management, administration, and delivery of Band programs and services to meet the needs of Piapot First Nation Members in an efficient and culturally respectful manner.

#### **Responsibilities will include, but not limited to:**

- Strategic and Operational Band Management: Provide leadership in the development and implementation of strategic and operational plans.
- Financial Operations Management: Oversee all financial activities including budgeting, payroll, accounts payable/receivable, and financial reporting.
- Program and Service Delivery: Manage and support the delivery of community programs including health, education, daycare, housing and infrastructure, child and family services, social development, and administration.
- Community Engagement: Foster a respectful, open, and service-focused relationship between the Band administration and community members.
- Council Support: Facilitate communication between Chief and Council and community members, ensuring all Band Council business complies with relevant legislation and policies.
- Human Resources Management: Oversee staffing, promote a healthy and respectful work environment, and support HR in maintaining high standards of performance and accountability.

#### **Qualifications:**

- 3–5+ years of relevant experience, ideally in a senior management role within a First Nations organization
- Post-secondary education in business administration, finance, or a related field
- Proven experience in financial management, budgeting, and human resources



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- Strong leadership and team management capabilities
- Understanding of First Nations governance, policies, and community development
- Familiarity with public sector accounting standards (PSAS)
- Excellent communication skills—both written and verbal
- Strong conflict resolution and interpersonal skills
- Cultural awareness and commitment to the values and traditions of Piapot First Nation
- Ability to manage people, assets, and programs with integrity and accountability

**DEADLINE: July 4, 2025 – 4:30 PM**

If you are interested in applying for this position, please send a cover letter detailing your qualifications with your resume and three current work-related references to:

**Email: [hr@piapotnation.com](mailto:hr@piapotnation.com)**

ATTENTION: Human Resources

Piapot First Nation

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*We thank all those that apply, however, only those that are selected for an interview will be contacted. Piapot First Nation relies on The Saskatchewan Human Rights Code to give preference in employment; therefore, please indicate your status on the cover letter.*