

# EMPLOYMENT OPPORTUNITY



**Chief Executive Officer**

**Full-Time Position**

## **Job Summary:**

One Arrow First Nation is looking for a dynamic, passionate and experienced individual to join the Economic Development team as the new Chief Executive Officer (CEO). The new position will report to the Board of Directors of the Development Corporation to assist with existing and new opportunities. The ideal candidate for this position has previous corporate management experience and a proven track record for effective team management and results driven by leadership. The new Development Corporation is looking to build a strong team with skilled, motivated, and enthusiastic individuals that want to see the best outcomes for One Arrow First Nation.

## **Duties & Responsibilities**

- Initiate and implement appropriate strategies with collaboration of the collective group strategic plan.
- Execute high stakes decisions in a timely manner.
- Manage available resources effectively and create new resources.
- Manage business relationships with concise behaviour and professionalism.
- Ensure compliance with all reporting, governance and policy documents.
- Build relationships with existing and prospective industry partners, including various levels of government such as federal, provincial, Metis, First Nations and as well global government officials as required.
- Create a good working environment for the team to ensure positive productivity.
- Function as the public representative of the corporation, speaking and responding in a professional manner.
- Work closely with the financial management department of the Nation to ensure compliance and mechanisms are in place for good governance.
- Ensure understanding of risk management levels of the corporation with the Board of Directors and Shareholder representatives.
- Performs other related duties as required.

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## **Education & Experience:**

- Post-graduate education in business, economics, finance, administration, or other comparable fields of education.
- Minimum five (5) years work-related experience at a senior corporate or management level.
- Experience as a Director or Officer of a Corporation.
- Experience working with First Nations communities and Governments would be an asset.

## **Knowledge, Skills & Abilities:**

- Knowledge of First Nation values, environmental concerns and land management practices and how best to balance with economic development opportunities.
- Possess good business acumen including good negotiation and facilitation skills.
- Ability to analyze business information, summarize, and share key information with others to assist in decision making.
- Good financial and operational management skills.
- Ability to create, foster and maintain strong working relationships both internally and with external stakeholders, including existing and potential business partners.
- Knowledge of Corporate Governance and how it collectively supports First Nations governance models.
- Problem-solver with the ability to assess issues and identify their causes, then generate solutions and make recommendations or decisions as appropriate.
- Effective written and verbal communication skills as well as presentation skills.
- Computer literacy, including effective working skills of MS Word, Excel, PowerPoint, Adobe products and e-mail required.
- The ability to be closer and possess the skill sets to complete business transactions.
- Strong financial understanding of operational budgets and forecasting.



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### **Other:**

- Flexibility to work irregular hours and some weekends as required.
- Valid driver's license and access to a vehicle for travel.
- Current criminal record check required.
- Adherence to One Arrow First Nation's Fit for Duty Policy

### **How to Apply:**

Submit a cover letter, resume and three professional references to:

Shawna Greyeyes  
Human Resources Manager

Email: [shawna.greyeyes@onearrow.cloud](mailto:shawna.greyeyes@onearrow.cloud)  
P.O. Box 147, St. Isidore de Bellevue, Saskatchewan, S0K3Y0

**DEADLINE TO APPLY:      February 17, 2026**