

Employment Opportunity-Selkirk First Nation

Position: Senior Director Operations
Salary: Negotiable – based on 70 hours bi-weekly
(Salaried position)
Status: Full-Time Employment Contract
Closing Date: September 2 , 2020

Job Summary

Reporting to the Executive Director, the Senior Director of Operations is responsible leading and managing the operations and delivery of programs and services for SFN citizens by: managing and supervising SFN Operations Division (Community Wellness, Lands Heritage and Resources, Capital, and Citizen Development, information technology/systems and Community Safety) coordinating the strategic planning process for the Operations Division; providing advice and recommendations to the Executive Director and Chief and Council; serving on the Senior Management Team and the Financial Management Committee. The Senior Director Operations is responsible for achieving the operational goals, objectives and strategic priorities as defined by of Chief and Council in an effective, efficient and timely manner.

Education and Experience

* Please note that equivalent combinations of education and experience will be considered.*
The ideal candidate will have

- A degree in Public or Business Administration or related field; and
- Senior management experience, preferably with First Nation Government(s)
OR
- Substantial experience managing financial, human and material resources, preferably within a First Nation environment.

Knowledge and Skills

- Excellent leadership, financial management, and human resource management skills
- A proven ability to establish and monitor progress for SFN goals / objectives, long-term priorities, and develop and implement related strategies and work-plans.
- Knowledge and awareness of First Nation culture, traditions, history, demographics, family structures and socio-economic dynamics, challenges and aspirations.
- Well-developed interpersonal skills, including the ability to foster trust and acceptance, to build cooperative working relationships with individuals within and outside the organization.
- Well-developed written and oral communications skills, including negotiation, conflict management, presentation and interpretation skills
- Good judgment, tact and diplomacy.
- Experience writing proposals and administering contribution agreements would be a definite asset

Technical Skills and Abilities:

- Microsoft Office (Word, Excel, Outlook)
- Project Management

Candidates who do not possess the full required qualifications may be considered for appointment to the position in a Trainee capacity at an adjusted salary.

Conditions of Employment

Criminal Records Check, Valid Class 5 Yukon Driver's License, willingness to travel, be on call and work flexible hours as required.

For additional information or to submit your resume, contact
Dena Zavier, HR Consultant at hrdirector@selkirkfn.com

Please be advised that the primary method of communications with applicants will be by email, and only those who are being considered will be contacted. Selkirk First Nation hiring policies will apply.