



STK'EMLUPSEMĆ te SECWÉPEᓄEᓄC NATION

Comprised of Tk'emlups te Secwepemc and Skeetchestn Indian Band
We don't have a mandate, we have a responsibility, we are yucminme7.

Employment Opportunity SSN Director of Operations

Stk'emlupsemc te Secwépeᓄeᓄc Nation (SSN) comprised of Tk'emlups te Secwepemc (TteS) and Skeetchestn Indian Band (SIB) is a historical and traditional Caretaker Unit of the Secwépeᓄeᓄc Nation. The SSN is the governing organization responsible for matters and projects within the SSN territory.

DIRECTOR OF OPERATIONS: The Director of Operations role is ideally suited to a seasoned business manager who has a demonstrated track record in facilitating diverse political and economic interests, bringing new initiatives into play and who has both for and not-for-profit business experience. The Director or Operations will perform a critical role defining leadership initiatives that will impact this organization's success.

The longer-term objective for the Director of Operations will be to implement key initiatives and will heavily influence the degree of success of specific objectives collaboratively set out by the Joint Council and Director of Operations to accomplish.

Specifically, the Director of Operation's mandate will be to facilitate collaborative relationships with other First Nations executives, Councils, government officials and Industry decision makers.

KEY DUTIES AND RESPONSIBILITIES.

- Provide oversight of administrative staff on all day to day operations.
- Ensure staff in accountable and producing according to their terms of employment.
- Under the direction of the Joint Council, communicate and prepare strategic plans for review and adoption.
- Monitor the various partnership agreements established with Economic Development including approved agreements, practices, policies, budgets, standards and guidelines.
- Assist the finance team with the development, review, implementation, and administration of policies, reporting documentation and agreements.
- Under the Direction of the Joint Council and the SEI Board of Directors, works with Economic Development to develop business plans and assess for Economic Development benefits for the organization as a whole.
- Provide monthly verbal and written reports to Council meetings.
- Provide briefing notes as required on potential proposals from interested partnerships, guidelines, and policy and ensure such proposals which effect the organization, fall under applicable legislation.
- Monitors compliance of partnerships, funding agreements as well as internal funding templates.

- Provide information to external organizations as necessary (i.e. auditors).
- Liaises with internal/external stakeholders to provide management, expertise and support.
- Under the guidance of Joint Council and the finance team, oversees overall organizational annual budget.
- Attends special meetings as required by Joint Council and responds to enquiries (i.e. Executive meetings).

YOUR SKILLS

- An understanding of and experience with First Nations Title and Rights.
- A strong understanding of Human Resources.
- Experience in budgeting and finance.
- Sound judgement and excellent decision-making skills.
- A sincere interest in leading, mentoring and working with others throughout the organization.
- Hands-on capabilities and intuitive understanding to provide business leadership as well as culturally reinforcing operational excellence.
- Inspire respect, loyalty, and affection in order to attract and retain superior talent, and to diffuse complex organizational silos for better decision making and work team effectiveness.
- A strong communicator, sharp business mind, and the financial acumen to determine key P&L factors – ability to then develop and implement workable plans swiftly and decisively.
- Demonstrated accomplishments in leading private/non-profit First Nations operations.
- Proven track record of strengthening collaborative relationships while crossing /diffusing cultural and economic barriers within First Nations councils.

HOURS OF WORK: Full time. Normal day shift – 7 hours.

Non-normal shift may be required.

PAY: Commensurate with relevant experience.

LINE OF AUTHORITY: This position reports to SSN Joint Chief and Council.

Submit cover letter, résumé and three references to attention of: Charlotte Taylor

Stk'emlupsemc te Secwepemc Nation

By **February 10, 2020** no later than **2:00 p.m. (PST)**

334 Chief Alex Thomas Way, Kamloops BC.

Phone: 250.373-0023 Fax: 250.373.0025

Email: charlotte@stkemlupsemc.ca

The Stk'emlupsemc te Secwepemc Nation thanks all applicants for their interest; however, only those selected for further consideration will be contacted.