



Lubicon Lake Band

P.O Box 1351

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Phone: (780) 629-2356 Fax: (780) 629-2473

Join our team!

FULL TIME DIRECTOR OF OPERATIONS

Operations Department

Full Time, Permanent

Competition No: OP-23-10

Working alongside the Executive Leadership team, the principal function of the *Director of Operations* is to act as the **administrative lead of operations for Lubicon Lake Band #453 (LLB)**. This position reports to, and acts alongside, the Executive Director of LLB to ensure all resolutions and bylaws of council are carried out in the day-to-day operations of the community programs in an efficient and effective manner. Alongside the Director of Finance, the *Director of Operations* also helps manage the financial well-being of the Nation and ensures Budgets are being followed. In cooperation with the Executive Director, the *Director of Operations* serves as the link between Chief and the Council which sets policy, and administration which implements policy.

This opportunity offers the following incentives:

- Group Benefits -Extended health care, Dental and Life Insurance
- Health and Wellness days
- Work Anniversary Day off
- Employee engagement events

Responsibilities

- Act as liaison between administration and Band Council and serve as the primary authority on all aspects of the organization's administrative activities.
- Have responsibility for operational and management planning, overseeing program budgeting, and working with the Executive Director to implement the Band's Strategic Plan while collaborating with the Director of Human Resources and the Director of Finance.
- Oversee and support all managers responsible for community support programming and economic development .
- Act as a liaison and maintain relationships with external agencies, in particular the important relationship with ISC and other stakeholders.
- Provide support for cultural and community initiatives.

Education, Qualifications, and Work Experience

- Completed post-secondary studies in business, management, or other relevant fields. Preference will be given to candidates who have public administration or related disciplines.
- Experience in senior management is preferred, ideally in a First Nations organization or similar community focused capacity.
- Have a working knowledge of First Nations governance.
- Demonstrated ability to work within a complex organization, having familiarity with reporting, budgeting, financial management, human resources, and policy development.
- Work alongside the Executive Director to direct, develop, empower, and inspire a management team.
 - Sound judgement, diplomacy, and decision-making abilities.
- Excellent verbal and written communication skills combined with the ability to build and maintain strong relationships with a wide range of stakeholders.
- Proficiency using Microsoft Office Suite.

Conditions of employment

- Valid Driver's license.
- Reliable transportation to meet the needs of the position.
- Clear police information check.
- Clear vulnerable sector check.

Application Deadline and Details

Application deadline:

Until position is filled.

How to Apply:

Please email your resume to HRD@LubiconLakeBand.ca or drop it off at the Lubicon Lake Administration office.

Attention: Cheryl McMann, Human Resources Director.

Lubicon Lake Band is an equal opportunity employer. We celebrate diversity and encourage applications from all qualified individuals.

The personal information submitted pursuant to this advertisement will be utilized for this Employment Opportunity only and is subject to compliance with the Freedom of Information and Protection of Privacy Act.

Applicants are thanked in advance for their interest, however, only those selected for an interview will be contacted.