



## **Employment Opportunity Selkirk First Nation “Senior Director of Operations”**

***If you are looking for a challenge of leading and managing the operations and delivery of programs and services to the Selkirk First Nation, as well as living in the beautiful area of Pelly Crossing in the Yukon, this could be the opportunity you are looking for.***

### **Job Summary**

Reporting to the Executive Advisor to Chief & Council, the Senior Director of Operations manages and supervises SFN corporate services ( Finance, administration, human resources, information technology/systems); coordinates the strategic planning process for the Operations Division; provides advice and recommendations to the Executive Advisor and Chief and council; supervises and provides direction and support to subordinate Department Directors. The Senior Director of Operations is responsible for achieving the administrative and operational goals, objectives and strategic priorities 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 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 judgement, tack and diplomacy.
- Experience writing proposals and administering contribution agreement would be a definite asset.

### **Technical Skills and Abilities:**

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

### **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

**Please send your resume to [humanresources@selkirkfn.com](mailto:humanresources@selkirkfn.com). We thank all those that apply, but only those selected to move forward will be contacted.**