



Job Opportunity: Director of Operations and Member Relations

Email to send resumes: hr@yekooche.com

Please attach your resume and cover letter with your email / or drop them off at the band office.

Published date: November 26th, 2024.

Deadline to Apply: Open until the position is filled.

Job Type: Full-time, Permanent. *In person at the Yekooche Reserve Land. Travel to Prince George may be necessary as part of the role.*

Salary: \$100,000 - \$110,000.00 per year

Schedule: Monday to Friday from 8:30 am to 4:30 pm, up to 70 hours

The Director of Operations and Member Relations plays a pivotal role in the effective management and administration of Yekooche First Nation's infrastructure, facilities, and services. Reporting directly to the Chief Administrative Officer, the Director of Operations oversees the Housing, Public Works, Fisheries, Community Development and Administrative departments in the community. Ensuring efficient coordination and delivery of essential services to the community and providing support to community members.

Duties and Responsibilities:

1. Strategic Planning & Leadership:

- Represent Yekooche First Nation at community meetings, events, and external engagements as required.
- Collaborate with the YFN Management Team to develop long-term strategic plans for infrastructure development, housing initiatives, and community services.
- Provide insights and recommendations for improving operational efficiency and service delivery within the community.
- Supervise, mentor, and empower the Band Office employees to achieve departmental goals.
- Foster a collaborative and supportive work environment that promotes professional growth and development.

2. Member Relations:

- Act as the primary liaison for band members, addressing questions, concerns, and feedback promptly and effectively.
- Mediate and resolve disputes or issues raised by members, ensuring fair outcomes.
- Provide updates and communication on programs, services, and policies to members through meetings, emails, or newsletters.
- Advocate for members' needs in internal discussions and organizational planning.
- Ensure members have access to key services, including housing, education, health, and social programs, by coordinating with relevant departments.

3. Infrastructure & Public Works Management:

- Oversee the maintenance, repair, and development of community infrastructure, including roads, bridges, water systems, and public buildings.
- Ensure compliance with relevant regulations, codes, and standards.
- Coordinate with the Public Works Manager to plan and execute projects related to waste management, sanitation, and environmental conservation.
- Monitor budgetary allocations and expenditures for public works projects.

4. Housing Management:

- Work closely with the Housing Manager to address housing needs within the community.
- Develop and implement strategies to improve housing quality, affordability, and availability.

5. Regulatory Compliance:

- Ensure compliance with all relevant laws, regulations, and policies governing infrastructure development, housing, and public works.
- Proactively address any regulatory issues or compliance challenges.
- Collaborate with the HR Department to ensure adherence to health and safety regulations and regulatory compliance.
- Other duties or projects as required.

Education / Certifications:

- Master's degree in Business Administration, Public Administration, Community Development, or a related field.
- Minimum 5 years of experience in operations management, community relations, or a related role

Knowledge, Skills and Abilities Specialized Knowledge:

- Extensive knowledge of First Nations programs and services as well as their funding arrangements.
- Previous experience in a leadership role, with demonstrated success in managing teams and implementing strategic initiatives.
- Strong understanding of infrastructure management, housing administration, and public works operations.
- Excellent communication skills, with the ability to engage effectively with diverse stakeholders.
- Knowledge of relevant legislation, regulations, and best practices in indigenous governance and community development.
- Proven ability to manage budgets, allocate resources efficiently, and achieve results within established timelines.

Conditions of Employment:

- Obtain, as per job requirement, and maintain a clear Vulnerable Criminal Record check clearance.
- Obtain and maintain positive evaluations and assessments and to effectively fulfill the responsibilities of their position as set out in their job description and employment agreement
- Must adhere the conditions set out in the Yekooche Employment Agreement
- Ability to maintain positive working relationships with the Yekooche Staff Team and Community Members.
- Must have a valid bank account and Social Insurance Number
- Must have a valid B.C. driver license.
- Must reside in Yekooche Community

Benefits:

- Extended health plan covering vision and dental at the beginning of employment
- Registered Pension Plan (RPP) with a 5% employer match at the beginning of employment.
- Partially subsidized housing if required to live in the community.