



SKEETCHESTN INDIAN BAND

JOB OPPORTUNITY: Assistant Director Operations/Human Resources

Skeetchestn Indian Band is seeking a highly organized and an excellent communicator to assist the Director of Operations with coordination of Band operations and reporting. The incumbent is also responsible for the Human Resources aspect of Band operations, which includes hiring, assisting managers with performance reviews and disciplinary process. The Assistant Director of Operations is fundamental in the areas of policy development, planning strategies, proposal writing, grant applications and other various projects as required by the Director of Operations. The Assistant Director of Operations also helps maintain effective communication with all staff, community members and outside organizations. The incumbent must have the skills to apply, coordinate, and report to funding agencies.

QUALIFICATIONS:

- Knowledge and understanding of First Nations communities, culture and issues are essential;
- Some post-secondary education, preferably related to human resources and/or administration;
- Ability to work with minimal supervision;
- Prior experience in delivering First Nations programs or services;
- Prior experience in staff supervision;
- Excellent interpersonal, written and internet communication skills;
- Good office management skills;
- Conflict resolution skills;
- Knowledge of Labour Laws, Human Rights, Worker compensation, and Occupational Health and Safety;
- Must be able to submit a clean criminal record check.

RESPONSIBILITIES:

- Management of Human Resources functions within Skeetchestn Band including SCS and SNRC;
- Develops and implements Band policies and Community bylaws;
- Submit funding applications for various projects and programs;
- Report to funding agencies and HR Portals as requested and on time;
- Report to Council upon request
- Report HR Data to Statistic Canada as requested;
- Assist the Director of Operations with daily operations monitoring and evaluation;
- Employee recruitment, probation, orientation, training, development and dismissal process;
- Assists managers with employee issues;
- Create Succession planning guidelines and implementation
- WorksafeBC filing and reporting;
- Co-chair of Joint Occupational Health and Safety committee;
- Conducting Staff meetings and Staff events
- Maintain organized filing systems; clerical and electronic

Length of Employment & Wage Range:

This is a full-time position with pension and insurance coverage after a 3 month probationary period. Wage grid following AFOA BC and will be based on experience.

How to Apply: Forward your resume and cover letter to: Human Resources.

PO Box 178, Savona, BC V0K 2JO Email: adminassist@skeetchestn.ca Fax: 250-373-2494

Application deadline: January 26, 2019. Applications will be reviewed on a rolling basis.

Thank you for your interest, however **only those candidates selected for an interview will be contacted.**

