



Employment Opportunity

WFN fosters a workplace environment that is diverse, inclusive, collaborative, healthy, and reflective of Syilx values and culture.



Director of Operations – Full Time

Who We Are

Located within the traditional unceded territory of the syilx people, Westbank First Nation (WFN) is a progressive and prosperous self-governing First Nation. WFN is dedicated to promoting a healthy and prosperous future to ensure its continued existence as a strong political, social and cultural community.

Westbank First Nation values Equality, Honesty and Fairness, Respect, Integrity, Accountability and Transparency, Sustainability, Understanding, Confidentiality and Efficiency.

About this Opportunity

Reporting to Chief and Council, the Director of Operations is the most senior administrative leadership position within the WFN government, and in a municipal context is similar to a City Manager or Chief Administrative Officer role. This position is responsible for the overall leadership of the operating affairs as the principal, non-political management position for Westbank First Nation (WFN). This includes government administration, organizational planning & performance, financial & human resource management, program & project implementation, community relations, and the general business-related affairs of WFN.

Want to know more? You will...

- Lead and support Chief and Council in the development, review, and implementation of the Strategic Plan and Comprehensive Community Plan for the Westbank First Nation (WFN) Government.
- Ensure the execution of the strategic goals and objectives set by Chief and Council, ensuring directives and resolutions are communicated and implemented.
- Perform all duties and responsibilities in accordance with the WFN Constitution, law, policies, standards and procedures, and as directed by WFN Chief and Council.
- Provide leadership and advice to Chief and Council in the management of the financial affairs of WFN and its various entities and oversees the day to day management of these financial affairs.
- Provide overall strategic leadership to staff of WFN Government. Oversees the review, development, and management of all formal financial, physical, community, safety, capital, human resource management, economic development, emergency management, and departmental strategic plans for WFN.
- Monitor and review private sector, federal, provincial, and regional government interests, hearings, reports, and initiatives, which may influence or affect the operation of WFN and its entities.
- Strengthen WFN Member awareness of WFN's programs, services, and opportunities.

Community. Leadership. Pride.

Must Haves:

- Bachelor Degree in Business, Public Administration, or related discipline
- Extensive practical experience in senior leadership administration, with at least five (5) years of experience in a senior management position.
- Demonstrated experience in staff and budget management, planning, policy development, and program management.
- Experience working with Indigenous communities/people is a strong asset.
- Criminal Record Check with results acceptable to WFN

Perks of Working at WFN:

- Competitive compensation package including 3 weeks' vacation
- Extended Health Care (including Vision and Paramedical Services), Dental, Basic Life Insurance, Employee Assistance Program, and Health Spending Account
- Municipal Pension Plan membership
- Access to Big White Season Passes (Summer & Winter)
- Employee Recognition Program
- Access to LinkedIn Learning for Professional Development

The starting salary for this position is \$200,000

Application Details:

To review the full job description and to learn more about Westbank First Nation please visit our website at <https://www.wfn.ca>.

All applications must be submitted through our [Employment Opportunities](#) page. Ensure you attach your cover letter and resume. Incomplete or late submissions will not be accepted.

This opportunity will close at midnight on Sunday, March 31, 2024.