



## First Nation of Na-Cho Nyäk Dun EMPLOYMENT OPPORTUNITY

**COMPETITION #: 9130-24-112-10**

**Position: OPERATIONS DIRECTOR**

**Department:** Executive

**Location:** Government House, Mayo, Yukon

**Status:** Regular Indeterminate

**Hours:** 75 Hours Bi-Weekly

**Posting Date:** May 15, 2024

**Closing Date:** June 14, 2024

**Job Description:** <https://www.nndfn.com>

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### THE OPPORTUNITY

This is a dynamic opportunity where you can have a positive impact across the organization. Reporting to the Executive Director you will be responsible for leading, planning, implementing and ensuring compliance to the policies and procedures relating to the day to day administration and operation of the NND organization. You will provide direction to departmental managers responsible for program delivery ensuring that operational plans are implemented, followed in a timely fashion and within budget. Your ability to organize, coordinate and effectively manage a number of multi-disciplines will be key to your success in this position.

Key responsibilities include:

- Ensuring seamless administrative operations through effective and efficient decision making.
- Working with all departments to ensure the development and implementation of operational plans in alignment with Council Vision, Mission and Goals.
- Supporting departmental managers and staff in decision making and ensuring that policies and procedures are developed and implemented.
- Ensuring that departmental operational plans and budgets are completed and submitted in alignment with requirements of Council.
- Ensuring that there is a communications strategy within the organization.
- Reporting to the Executive Director on staff activities, programs, equipment, building and infrastructure needs; and identifies service gaps for modifications to improve service delivery.
- Providing technical advice to Council.
- Responding to citizen concerns.

### THE PERSON

We are looking for someone who has a combination of cultural sensitivity, business acumen and emotional intelligence. You will achieve results by encouraging and supporting the contributions of others and lead by example. You will demonstrate a solid commitment to and respect for the spirit and core values of the FNNND organization, setting an example of professionalism and ethical behaviours.

### QUALIFICATIONS

The ideal candidate will possess a degree in Business Administration or a related field along with at least five years of experience in a related leadership role within a First Nations environment. A degree or diploma in Indigenous Studies is an asset. You will have demonstrated an in-depth knowledge of financial management and effective administrative practices. The ability to communicate effectively and diplomatically with co-workers, NND citizens, outside agencies, partners and all levels of government is necessary. An equal combination of education and experience will be considered.

**ANNUAL SALARY RANGE:** \$115,890.00 to \$168,566.00 per annum. The FNNND offers a competitive benefits package. Subsidized housing is available.

If you are interested in this unique opportunity, please send Cover Letter and Resume to:

Karen Clark-Marlow  
Director, Human Resources & Capacity  
First Nation of Na-Cho Nyäk Dun  
PO Box 220  
Mayo, YT Y0B 1M0      E-mail: [hrd@nndfn.com](mailto:hrd@nndfn.com)

**Please note: In order for your application to be considered you must be a permanent resident of Canada. Preference will be given to First Nation of Na-Cho Nyäk Dun Citizens. Although we thank all those who apply only those selected for further consideration will be contacted.**