



Job Posting

Occupying traditional territories that span from Cortes Island to Toba Inlet, the Klahoose Nation has existed since time before memory. Our primary village site, Squirrel Cove, is home to approximately 100 full-time residents who live and work on Cortes Island and in the surrounding areas. The remaining three hundred plus members reside in off reserve coastal communities in the lower mainland, and Washington State.

We are currently seeking a full-time Director of Operations to oversee the daily operations of Klahoose First Nation's office while fostering meaningful community engagement and ensuring alignment with strategic goals and cultural values.

Why you'll love working at Klahoose First Nation:

- Full-time position;
- Competitive hourly compensation;
- Employer paid benefits; and
- Friendly and collaborative work environment.

Purpose

This leadership role entails managing programs, resources, and services to enhance community well-being while acting as the primary point of contact for the community. Additionally, the Director of Operations collaborates closely with the CAO and may serve as their delegate when required.

Responsibilities

The Director of Operations is responsible for the following departments: Reception, Custodial Services, Communications, Language & Culture, Membership, Education, Information Technology, Food Services and Transportation (community bus & water taxi).

Under the supervision of the CAO, the duties and responsibilities of Director of Operations include, but are not limited to, the following:

Office and Operational Management:

- Oversee day-to-day office operations, ensuring efficient workflows and adherence to policies.
- Supervise administrative and operational staff within their scope, promoting a positive and collaborative work environment.
- Develop and manage department budgets in collaboration with the CFO and CAO.
- Optimize and manage supply processes for the office and associated departments.
- Ensure all KFN staff members are properly equipped and empowered to perform their duties safely and effectively.

Team Leadership and Development:

- Provide leadership and mentorship to staff by setting performance goals and conducting regular evaluations in alignment with HR policies.
- Organize training and professional development opportunities to enhance team capabilities.
- Foster an inclusive, culturally sensitive workplace that values team contributions.

Community Engagement:

- Act as a liaison between the Band office and the community to ensure transparent and effective communication.
- Organize and facilitate community meetings, consultations, and events to gather feedback and foster collaboration.
- Promote initiatives and programs that align with the Band's cultural heritage and values.

Strategic Planning and Implementation:

- Design and execute strategic plans and initiatives for the specified departments.
- Oversee the progress of programs and projects, including budgets and work plans, while delivering regular updates and recommendations to the CAO.
- Ensure compliance with relevant laws, regulations, and funding requirements.

Relationship Management:

- Build and maintain relationships with external stakeholders, including government agencies, funding bodies, and partner organizations.
- Advocate for the Klahoose First Nation's interests in meetings, negotiations, and collaborations.
- Represent the Nation in a professional and culturally respectful manner.

Education and Work Experience:

- A bachelor's degree in Business, Public Administration, or Indigenous Administration or a willingness to complete the Certified Aboriginal Professional Administrator (CAPA) designation.
- +4 years of experience in operations management, preferably within Indigenous organizations or communities.
- Demonstrated understanding of Indigenous culture, traditions, and governance structures.
- Strong leadership and team management skills.
- Excellent organizational, problem-solving, and decision-making abilities.



- Effective communication skills, both written and verbal, with the ability to engage diverse audiences.
- Proficiency in office software and operational management tools.
- Experience in budget development and financial oversight.
- Valid driver's license and willingness to travel as needed.

Key Competencies

- **Cultural Competence:** Deep understanding and respect for Indigenous cultures, values, and protocols.
- **Strategic Thinking:** Ability to align operational activities with long-term community goals.
- **Relationship Building:** Strong interpersonal skills to engage with diverse stakeholders.
- **Adaptability:** Capacity to manage multiple priorities and respond to evolving community needs.
- **Accountability:** Commitment to upholding the Band's values and ensuring transparency.

Working Conditions

- Office-based with occasional travel to community sites and external meetings.
- Flexibility to work evenings or weekends for community events or urgent matters.
- Full-time employment (40 hours per week)
- On-site position: hybrid or remote work is not available.
- Accommodation assistance is available for the successful candidate.
- Wage range: \$85,000 to \$95,000.

Kindly forward your resume and cover letter via email to recruitment@klahoose.org.

Klahoose First Nation welcomes and encourages applications from people with disabilities. Accommodation and travel assistance is available for candidates taking part in all aspects of the recruitment and selection process.

For more information, check us out online at <https://www.klahoose.org/>