



COUNCIL OF THE HAIDA NATION

Internal/External – Director, Operations

DESCRIPTION

This senior management position is accountable and responsible for planning, organizing, implementing, maintaining and evaluating delivery of comprehensive programs and services in relationship to those functions assigned. In addition to directing staff supporting elected bodies as assigned, they will oversee Policy and SHN assets.

KEY DUTIES & RESPONSIBILITIES

- direct and mentor staff and ensure resources within assigned departments, with strategic direction is operationalized
- ensure capital assets are maintained and that inventory is up to date
- oversee election processes
- prepare budgets, ensure sufficient support for Committees, Chiefs and Council

QUALIFICATIONS

- significant experience and proven track record in project and financial management
- proven and successful experience managing personnel, providing mentorship, leadership and fostering a respectful workplace
- demonstrated strategic capacity and team building skills
- strong communication skills
- Significant knowledge of Haida governance, laws and cultural values
- valid driver's license
- post secondary degree an asset

HOW TO APPLY

Submit your cover letter and resume to:

Name – Karen Dean
e. careers@haidanation.com

DEADLINE FOR APPLICATIONS

September 3rd, 2021 at 4:00pm