



Exciting Career Opportunity
Director of Operations (Senior Administrative Officer)
Closing Date: October 28, 2021

The Sipekne'katik Band, one of 13 Mi'kmaq Communities in Nova Scotia, is seeking a highly motivated and strategic individual who will provide leadership, management, mentorship and support. Sipekne'katik First Nation is a vibrant, growing, and close-knit community of 2588 band members with approximately 1244 members living on reserve. Indian Brook is located in East Hants (near Shubenacadie) and is conveniently located a short distance of 68 km from Halifax and 28.8 km southwest of Truro, Nova Scotia

General Description:

Under the direction of Chief and Council, this position is responsible for carrying out the strategies and initiatives of Chief and Council that includes, but is not limited to, overseeing intergovernmental affairs, carrying out negotiations, providing support to economic and development initiatives and lobbying on behalf of the band. This position also acts as a key liaison between the needs of Chief & Council and the needs of staff.

Responsibilities:

- Administers and oversees strategic initiatives and band affairs including, but not limited to, band business ventures, program initiatives and intergovernmental relations.
- Provides direction and support to the Consultation team and Economic Development Corporation (currently acting as Interim CEO for Economic Development Corp).
- Key Liaison for the band's Legal and communications team.
- Key member of the Governance Negotiation team.
- In conjunction with Chief and Council and community, participates in the implementation of a comprehensive community plan.
- Advises, informs and acts as a liaison with Council and Community.
- Oversee and manage capital projects.
- Conducts research and submits proposals on behalf of Chief and Council pertaining to revenue generating business ventures and Mi'kmaq Treaty Rights.
- Interprets applicable legislation, regulations and agreements.
- Provides leadership and direction to the Director of Administration that includes addressing escalated issues pertaining to the day-to-day operations of the band requiring Chief and Council decisions.
- Performs other related duties such as dispute resolution, crisis management, political lobbying and advocacy.

Qualifications and Education:

- Graduate Degree in Business, Management, Economic Development, Public Relations, or a related field.
- 5 years of related experience in a strategic leadership role.
- An equivalent combination of experience and education will be considered.
- Have a broad knowledge of First Nations governance and leadership.
- Strong negotiation, research and project management skills.
- Strong knowledge in economic and business development.
- Sound judgement, diplomacy and decision-making abilities.



- Excellent verbal and written communication skills combined with the ability to build and maintain strong relationships with a wide range of stakeholders.
- Project Management experience is an asset.
- Strong conflict management and negotiation skills.
- Proficiency using Microsoft Office Suite.
- Knowledge of Indigenous and/or Mi'kmaq communities/organizations.
- Must have a valid driver's license & reliable vehicle with automobile insurance.
- A criminal records check is required. Having a criminal record is not a determinate factor.

Working Conditions:

- Travel within and outside of the community; overnights may be required.
- Overtime expected outside of the regular 35-hour work week.
- Regular consultation with Chief and Council.
- A busy office environment with pressure to meet tight deadlines.
- Be available by phone to Managers, Directors and Chief outside of normal business hours.

Benefits

This position comes with a competitive compensation package and a variety of benefits including health, dental, disability and life insurances, an employee & family assistance program and employer pension plan. This position starts as a one-year contract with the opportunity for renewal and subject to the policies of Sipeknekatik. Starting salary is based on qualifications.

Please apply with a **resume, cover letter and criminal records** check to:

Human Resources Department

Email employmentapplication@sipeknekatik.ca

We are an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Band will not assume any expenses related to any job application process, included but not limited to travel, relocation, and application development. Please note certain positions come with mandatory employee benefits. Only those applicants who qualify for an interview will