

## **DIRECTOR OF OPERATIONS**

The BC Assembly of First Nations (the "BCAFN") is seeking candidates to fill the position of Director of Operations.

### ***Responsibilities***

The Director of Operations is responsible for overseeing the day to day operations of the BCAFN and carrying out the BCAFN's mission statement in accordance with direction provided by BCAFN members and the BCAFN Board of Directors. Specific responsibilities include, but are not limited to financial planning, implementation and management, human resource planning, implementation and management, program and policy planning, development, implementation and management, communications planning, implementation and management, securing resources to carry out the operations of the society, providing support to and carrying out the direction of the Board of Directors on corporate governance matters, ensuring compliance with the provisions of the *Society Act*, implementing resolutions passed by BCAFN members, managing and disseminating information to BCAFN members and providing strategic and political advice to the Regional Chief.

The Director of Operations reports to the Regional Chief in regard to the day to day operations of the society and to the Board of Directors in regard to corporate governance matters.

### ***Education and Experience***

Candidates for the position must have a university degree from a recognized post-secondary institution, preferably in business administration and a minimum of five years experience as a senior administrator, preferably for a First Nations provincial/territorial organization. Candidates must also have strong leadership, interpersonal and organizational skills, excellent written and oral communication skills, excellent time management skills and knowledge of First Nations political and legal issues.

Preference will be given to persons of Aboriginal ancestry.

### ***Salary***

Salary is negotiable and commensurate with education and experience.

### ***Deadline***

The deadline for submitting applications is Friday, March 5, 2010 at 4:30 p.m. (PST). Please submit your resume and cover letter to:

BC Assembly of First Nations

507 – 100 Park Royal South  
West Vancouver, BC V7T 1A2

Attention: Debra Hanuse, A/Executive Director

Or email your application to [debra.hanuse@bcfn.ca](mailto:debra.hanuse@bcfn.ca)

Or by facsimile to (604) 922-7433.

Only those candidates selected for an interview will be contacted.