



WAGMATCOOK FIRST NATION

P.O. BOX 30001
WAGMATCOOK
NOVA SCOTIA
B0E 3N0

TEL: (902) 295-2598
TEL: (902) 295-3222
TEL: (902) 295-3332
FAX: (902) 295-3398

Employment Opportunity
Assistant Director of Operations
Wagmatcook First Nation, Nova Scotia

Wagmatcook First Nation located on Cape Breton Island (Unamaki) Nova Scotia is seeking an Assistant Director of Operations to facilitate the Nation's community and strategic plan's.

Reporting directly to the Director of Operations, the incumbent will work with elected officials and senior management to ensure the effective and efficient delivery of community based programs and economy development. The Assistant Director of Operations is required to be engaged with the community including the elders and youth and will work with a diverse management team to support a collaborative approach to planning and decision making. The Council manages and controls an independent elementary-secondary and post-secondary education program, community services (social), health, employment and training, treaty fisheries, lands acquisition, public works and housing. The Nation's economy includes a successful commercial fishery, Mi'kmaq tourism, gas bar and community convenience store, gaming and tobacco.

The Assistant Director of Operations will work with the Internal Finance Committee and Council on the preparation and approval of the Nation's annual operating budget and audited financial statements.

Experience:

- Minimum seven (7) years professional experience at the senior management level working with a First Nation government.
- Minimum five (5) years' experience working with budget planning.
- Demonstrated experience and skills in negotiation and conflict management.
- Experience in a de-centralized collaborative management structure.

Qualifications:

- Master's Degree in Business Administration or an equivalent combination of post-secondary education and experience.
- Excellent communication skills, written and verbal.
- Creative and able to work cooperatively on the management team
- Experience with Federal funding agreements management

Interested candidates should email a copy of an current resume and cover letter stating why they are applying for the position, previous experience and salary range expectations to:

Andra Bernard
Human Resources, Finance and Post-Secondary Education
andra.bernard@wagmatcook.com

This competition is open from Monday February 13, 2017 to Friday March 24, 2017 at 4:00 EST. Letters and resumes received after the posted closing date and time will not be considered.

Candidates selected for an interview will be contacted by Friday March 31, 2017. Interviews will be held in the community during the week of April 17-21, 2017. The successful incumbent will be required to start September 1, 2017.

A detailed job description will be emailed to candidates via an email request to Andra Bernard.

Pursuant to section 16 of the Canadian Human Rights Act preference may be given to applicants of aboriginal ancestry.