

# **Hagwilget First Nation Government**

## **Job Opportunity: Director of Operations (F/T)**

Internal and External Open until filled

### **OPEN COMPETITION**

We seek a dynamic individual with proven leadership skills to support and direct staff in the delivery of programs and services for Hagwilget Membership. The successful candidate will work closely with Chief and Council and senior staff to plan and implement short and long-range plans, priorities and administrative practices to build a strong community with an accountable and transparent government with delivery of programs and services in a fair and equitable manner. (Please request a full job description from our office - contacts below)

**Salary and start date to be negotiated**

#### **Qualifications we seek:**

- A degree in Business Administration, Commerce or Management or a minimum of 4-5 years working with First Nations organizations in a management role;
- Solid understanding of Project Management and/or accounting and financial management combined with personnel management in a First Nations Government setting;
- Proficient in word processing, databases, spreadsheets preferably in a network environment.
- Ability to write funding proposals with excellent written and oral communication skills
- Valid class 5 driver's license and current criminal record check
- Knowledge of Gitksan and Wet'suwet'en culture and traditions required; Knowledge of Wet'suwet'en language desirable but not required

**Interested applicants, who meet the qualifications as listed above, should submit a cover letter, current resume with dates specified, a photocopy of education [diploma/certificate], a list of three current references with phone numbers to:**

Hagwilget First Nations Government PO Box 460 New Hazelton, B.C. V0J 2J0  
Fax: 250 842 6924 email: [Cynthia.Joseph@hagwilget.com](mailto:Cynthia.Joseph@hagwilget.com)