



## ʔakisq̓nuk First Nation

3050 Hwy 93/95 Windermere, B.C. V0B 2L2

Office: 250.342.6301 Fax: 250.342.9693

[www.akisq̓nuk.org](http://www.akisq̓nuk.org)

THE LAND OF THE TWO LAKES

### Associate Director of Core Services

ʔakisq̓nuk First Nation ("AFN") is looking for a talented individual to join our team as an **Associate Director of Core Services**. Reporting to the Chief Administrative Officer (CAO), this position is responsible for overseeing and providing functional guidance to the services that are central to AFN such as: Administrative Support, HR, Event Planning, IT, Records Management, Procurement and Grants, OH&S, and Communications. Being part of the leadership team, this position will coordinate core services as needed with projects and day to day activities in AFN departments.

ʔakisq̓nuk First Nation is a member Community of the Ktunaxa Nation. AFN exists for the Community. Externally, we are here to serve the Community, and internally, we are our own Community, comprised of different departments unified by our Vision, Mission, and Values. As a team, through our own roles and departments, the AFN Organization works together to achieve our strategic plan "Our Thinking" and continue to progress and move our community forward.

AFN has recently undergone an internal reorganization resulting in the creation of some new roles, including this position.

***Job Type: This role is full-time working 35 hours per week.***

#### The primary responsibilities include:

##### Strategic Oversight:

- Supervise support staff in day-to-day operations, delegating authority, assigning tasks, and setting priorities to ensure efficiency.
- Develop and implement departmental goals and procedures.
- Establish and communicate operating standards to enhance quality.
- Design and execute systems for project intake and progress tracking.
- Collaborate with other department leaders to integrate services effectively.

##### Planning and Collaboration:

- Oversee project plans from inception to delivery, ensuring resources are allocated and timelines are met.
- Act as the primary point of contact for core service inquiries.
- Facilitate project planning, including deliverables, expectations, and content management.
- Clarify project expectations, budgets, and deadlines with all stakeholders.
- Assist the CAO in spearheading special projects and initiatives.
- Coordinate departmental support and maintain comprehensive project documentation.

##### Administration and Leadership:

- Embrace full leadership responsibilities, including work assignment, employee development, mentoring, and performance management.



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- Track and report key metrics and project/service budgets to the CAO.
- Ensure the adoption of cost-effective practices within the department.
- Provide functional guidance and review work outputs for quality and compliance.

Other duties as required.

### Qualifications:

- Bachelor's degree or diploma in Business Administration, Business Management, Commerce, or similar background
- Minimum of two years of progressively more responsible administrative experience, including managing staff
- Experience working with First Nations/Aboriginal/Indigenous communities
- Excellent attention to detail
- Excellent project management abilities, ensuring timely and budget-compliant delivery
- Ability to communicate effectively across all organizational levels
- Skilled in developing and implementing procedures and work standards
- Adept at budget management and resource allocation

### What we offer:

- Competitive base salary (\$80,000-\$100,000 per annum)
- Discretionary office closure between Christmas Day and New Year's Day, as determined by the Council each year
- Paid annual vacation
- Paid sick days
- Matched RRSP program with employer matching up to 5.5% of the employee's salary, available after 4 months of service
- Employer-paid Group Benefits which includes Life Insurance, Health and Dental benefits, Employee and Family Assistance Program, Short- and Long-Term Disability, available after 3 months of service
- Live and work in the most beautiful place in British Columbia

To apply for this job, email your resume to [hr@akisqnuq.org](mailto:hr@akisqnuq.org).

*Akisqnuq supports a diverse and inclusive work environment and welcomes applications from all qualified applicants. You must be legally entitled to work in Canada. We thank all applicants, however only those selected for an interview will be contacted.*



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