



Halalt First Nation

7973 Chemainus Road, Chemainus BC, V0R 1K0

Telephone: 250-246-4736

The Halalt originate from the village of *xeláltxw*, which means ‘marked houses’ or ‘painted houses’, a reference to the fact that the house posts in this village were decorated. According to information collected by Rozen (1985), this village was once located in the Cowichan Valley, at the spot where the Silver Bridge currently crosses the Cowichan River, at the south-eastern edge of the city of Duncan. According to Cowichan oral history, the forefathers of both the Cowichan and Chemainus people (*Siyóletse* and *St’êts’en* respectively) originated from this village.

Job Title	Director of Operations
Salary	\$90,000 - \$115,000 (based on experience-level)
Contract	Fulltime, Permanent
Hours	35 hours/week
Location	Westholme, BC

POSITION SUMMARY

The **Director of Operations** is the Senior Administrative leader responsible for the overall management, administration, and delivery of Halalt First Nation (HFN) programs, operations, and services. Reporting directly to Chief and Council, the Director ensures that day-to-day operations align with Council-approved priorities, Halalt values, and long-term community goals.

Guided by principles of accountability, respect, and service to community, the Director of Operations translates governance direction into effective action, supports staff and department managers, and ensures that programs and services are delivered in an efficient, ethical, and culturally appropriate manner. This role plays a critical leadership function in strengthening internal systems, staff capacity, and organizational sustainability in support of Halalt First Nation’s self-governance objectives.

SCOPE OF WORK

The Director of Operations reports to Chief and Council and oversees all Band Office operations. The Director ensures that all decisions, actions, and operations comply with applicable legislation, funding agreements, policies, and procedures, and are conducted in a responsible, confidential, and ethical manner.

The Director provides oversight of financial operations, staff management, and program delivery across key service areas, including but not limited to: administration, social assistance, fisheries, forestry, lands and resources, housing, education, and finance.

KEY RESPONSIBILITIES

Leadership & Governance Support

- Provide strategic and operational leadership to HFN administration in alignment with Chief and Council direction.
- Serve as the primary liaison between Chief and Council, staff, community members, and external agencies, including Indigenous Services Canada.
- Support the implementation of Council-approved policies, priorities, and strategic plans.
- Prepare reports, briefings, recommendations, and meeting materials for Chief and Council.
- Ensure Council decisions are communicated effectively and implemented across departments.

Operations & Administration

- Oversee the effective and efficient delivery of all HFN programs and services.
- Ensure operational policies, procedures, and systems are established, maintained, and followed.
- Coordinate Band Office operations, records management, and information systems.
- Oversee facility and equipment use and maintenance.
- Attend all Band Council meetings and support meeting logistics, agendas, and minutes as required.

People & Team Management

- Recruit, supervise, evaluate, and support Band staff and department managers.
- Foster a respectful, collaborative, and accountable workplace culture.
- Support staff training, professional development, and corrective action when required.
- Ensure compliance with employment legislation, policies, and best practices.

Financial & Resource Management

- Oversee financial operations in collaboration with the Director of Finance/CFO.
- Support development and monitoring of Band budgets and ensure financial accountability.
- Ensure internal financial controls are in place and adhered to.
- Monitor purchasing, tendering, and financial transactions.
- Ensure all funding, reporting, and audit requirements are met in a timely manner.

Program Delivery & Community Development

- Ensure programs operate within approved budgets and funding agreements.
- Support proposal development, funding applications, and final reporting.
- Evaluate program effectiveness and recommend improvements as needed.

- Coordinate community development initiatives and support implementation of community plans.
- Research new funding opportunities, programs, and projects.
- Administer Band elections when requested.

Communications & Relationship Management

- Act as a key point of contact with external governments, funders, service providers, and partners.
- Represent Halalt First Nation professionally at local, regional, and national meetings when required.
- Support clear, respectful communication between Chief and Council, staff, and community members.
- Convey Council decisions to the community when requested.

Other Duties

- Perform other related duties as assigned by Chief and Council.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge

- Financial management and generally accepted accounting principles
- Budgeting and financial controls
- Human resources management
- Program management, delivery, and evaluation
- Relevant legislation, policies, and procedures (including the Indian Act)
- Indigenous governance structures and community-based service delivery
- Halalt First Nation's cultural, political, and community context

Skills & Abilities

- Strong leadership, management, and team-building skills
- Strategic planning and organizational development
- Financial and contract management
- Analytical, problem-solving, and decision-making skills
- Excellent written, verbal, and interpersonal communication skills
- Ability to prepare reports, policies, proposals, and briefing materials
- Effective time and stress management in a complex environment
- Proficiency with standard office software and record-keeping systems

QUALIFICATIONS & EXPERIENCE

- Post-secondary education in public administration, business administration, Indigenous governance, or a related field; an equivalent combination of education and experience will be considered.
- Minimum **five (5) years** of progressive senior management or leadership experience, preferably within a First Nation, Indigenous organization, public sector, or non-profit environment.
- Demonstrated experience working with Chief and Council, Boards, or elected leadership.
- Experience managing staff, budgets, and multiple programs or departments.
- Knowledge of funding agreements, accountability requirements, and reporting obligations is an asset.
- Willingness to learn, respect, and uphold Halalt First Nation culture, customs, traditions, and community priorities.

COMPENSATION & BENEFITS

- Extended health and dental benefits
- Short-term and long-term disability, life insurance, and EFAP
- Two (2) weeks paid vacation
- Fourteen (14) statutory holidays
- Two (2) weeks paid time off during the December holiday season
- Annual professional development support

How to Apply

Please submit your resume and cover letter to: careers@halalt.org

Applications will remain open until the position is filled.

HFN is committed to respecting diversity within our workforce; preference will be given to individuals who identify as Indigenous. We appreciate the interest of all applicants. Those whose experience most closely aligns with the position will be contacted

