



## **JOB OPPORTUNITY**

### **Director of Operations – Full-Time (35 hours/week)**

The BC Aboriginal Child Care Society (BCACCS) is a Centre of Excellence for Indigenous early learning and child care. BCACCS undertakes research, develops training and resources, and provides services and leadership to support Indigenous communities throughout BC in creating high quality, culturally respectful, spiritually enriching community child care services that are based in the child's culture, language and history.

#### **Job Summary**

BCACCS is currently seeking a qualified candidate for the position of Director of Operations. The Director of Operations will work closely with, and report to, the Executive Director to ensure effective execution of the Society's strategic plan as well as broader priorities to satisfy both programmatic and organizational development needs. The position will be responsible for setting deadlines, and monitoring and summarizing progress of projects. This person will also prepare reports for upper management regarding status of projects as well as identifying challenges and solutions, when appropriate. Additionally, the individual will rely on extensive experience and judgment to plan and accomplish goals and lead/guide the work of others.

#### **Principal Duties & Responsibilities**

##### Program Leadership

- Supervise program staff by sharing leadership and expertise in the planning, development and implementation of annual strategic planning, implementation, and performance tracking
- Accountable for effective program delivery and fulfillment of all contractual obligations, including report writing and oversight for monitoring and evaluation
- Manage performance and prepare quarterly reports for the Executive Director to share with Board of Directors
- Stay up to date on public policy trends
- Drive and implement change initiatives
- Act as the communication conduit to senior management; regularly providing status updates

##### Financial Resources

- Provide support for resource planning and management
- Develop and support implementation of financial policies and procedures
- Collaborate with Finance Manager to produce financial reports and budget projections
- Oversee and administer funder contracts and reporting requirements
- Support staff and contractors in writing grant proposals and establishing program plans and budgets

##### Human Resources

- Provide HR support in recruiting, coaching and conducting performance planning and evaluation with staff
- Develop and support consistent implementation of HR policies and practices

- Create a learning orientation within the organization supporting staff development and professional growth
- Oversee employment contracts

### **Skills & Qualifications**

- A minimum of 10 years relevant work experience
- Advanced post-secondary degree in Business Administration, Social Sciences, and/or Operations/ Management
- Demonstrated project-operational management experience, including knowledge of human resources, finance, and project management
- A strategic thinker with an ability to focus on the details of implementation
- Demonstrated ability to build and maintain ethical relationships or networks or contacts with people, agencies, and colleagues
- Proven Change Management experience
- Excellent problem-solving, decision-making, and time-management skills
- Knowledge of/experience in Indigenous organizations is a requirement

### **Conditions:**

**Salary Range:** \$87,000 - \$92,000 plus extended medical and dental and pension plan. Wage will commensurate with qualifications and experience

**Closing Date:** Open until a suitable candidate is found; interviews will be conducted on a rolling basis

**Duration:** Position to start ASAP

**How to apply:** Please submit a resume and cover letter explaining how you meet requirements and send to [jobs@acc-society.bc.ca](mailto:jobs@acc-society.bc.ca) citing "Application for Director of Operations" in the subject line. All applications must include cover letter and resume as one document in PDF format.

*In accordance with section 41 of the BC Human Rights Code and Section 15 of the Canadian Charter of Rights and Freedoms, preference will be given to qualified candidates with Aboriginal ancestry.*

**We thank all who apply. Only candidates selected  
for an interview will be contacted.**