



Employment Opportunity

WFN fosters a workplace environment that is diverse, inclusive, collaborative, healthy, and reflective of Syilx values and culture.

Early Years Manager – Full Time

Who We Are

Located within the traditional unceded territory of the Syilx people, Westbank First Nation (WFN) is a progressive and prosperous self-governing First Nation. WFN is dedicated to promoting a healthy and prosperous future to ensure its continued existence as a strong political, social and cultural community.

Westbank First Nation values Equality, Honesty and Fairness, Respect, Integrity, Accountability and Transparency, Sustainability, Understanding, Confidentiality and Efficiency.

About this Opportunity

The Early Years Department is a provincially licensed early years center dedicated to providing children from birth to age twelve with fun-filled educational experiences that promote indigenous culture.

Reporting to the Director of Community Services, the Early Years Manager is accountable for providing leadership and strategic direction to assigned staff and programs in the areas of Early Years; including, but not limited to After School Program, Infant Child Development Program, and Family Programming. The Early Years Manager is responsible for all funding agency agreements including amendments and annual reports to ensure that WFN's Early Year's program and services are financially accountable. This position oversees department related matters, training and development, program delivery and outcomes, financial revenues and expenditures, and ensures that departments and management are in alignment with the Westbank First Nation government strategic goals.

Want to know more? You will...

- Oversee program operations including the establishment of strategic and operational work plans, program goals, objectives, and success indicators
- Administer revenue and expenditures in accordance with the Finance Policy ensuring transparency and accountability
- Provide required reports to Ministry of Children and Family Development, and other funding agencies to ensure financial accountability and compliance of contracts and delivery of professional services
- Provide guidance and supervision to Early Years staff
- Provide leadership to develop and build capacity of staff through delegation of responsibilities and regular feedback
- Maintain linkages with other Westbank First Nation community programs and services to create and support programs

Community. Leadership. Pride.

Must Haves:

- Degree in Human & Social Development, Business Administration, and/or related field from an accredited university
- 5 years of demonstrated progressive experience within management roles
- Experience in evaluating programs and analyzing data to make logical recommendations and resolutions
- Demonstrated experience leading a team of professionals with ability to support and mentor when necessary
- Previous experience working with Indigenous communities is considered an asset
- An equivalent combination of education and experience may be considered

Perks of Working at WFN:

- Competitive compensation package including 3 weeks' vacation
- Extended Health Care (including Vision and Paramedical Services), Dental, Basic Life Insurance, Employee Assistance Program, and Health Spending Account
- Health & Wellness Allowance
- Municipal Pension Plan membership
- Access to Big White Season Passes (Summer & Winter)
- Employee Recognition Program
- Access to LinkedIn Learning for Professional Development

Application Details:

Visit the Employment Opportunities page on the WFN website (<https://www.wfn.ca/>) for the full job description and to apply. Ensure you attach your cover letter and resume. Incomplete or late submissions will not be accepted.

This opportunity will close at midnight on Sunday, June 5, 2022.

Come join our team and become part of an innovative and rewarding place to work!