



McLeod Lake Indian Band

General Delivery, McLeod Lake, BC V0J 2G0
Main Office (250) 750-4415 Fax: (250) 750-4420

Employment Opportunity Band Operations Officer

McLeod Lake Indian Band (MLIB) is seeking a permanent employee to be part of the Administration Team. The position is full time, five days per week for a work week of 35 hours. This position reports directly to the McLeod Lake Indian Band Administrator.

The primary duties of the Band Operations Officer are:

Assist the Band Administrator by:

- Preparing reports and draft policies for Council.
- Implementing policies and bylaws.
- Authorizing expenditures—prepare cheque requisitions.
- Liaising with Council and Community Members.
- Keeping community members informed and up-to-date on issues and activities
- Assisting Council with putting third party protocols together.
- Ensuring staff follow standard practice instructions and policies.
- Writing letters and reports for the Band Administrator.
- Being present and supportive at community functions.
- Handling crisis events and refer to department heads.
- Filling in for other areas as required.
- Any other related duties as directed by the Band Manager.
- Support the Senior Managers in the absence of the Band Administrator.
- Pursue and assist ISC delinquent reports

The job is complex and multiple skills are required to perform the job successfully. The core competencies include conceptual thinking capabilities, strong verbal and written communication skills, adept experience with Microsoft Office and ability to learn new applications as required. Strong leadership, self-management, and social awareness. Knowledge of Tse'khene culture and traditions, experience in First Nations' governance, a minimum of Grade 12 education and a valid Class 5 Driver's License.

Please submit a cover letter and resume to:

Doreen Tiller
Human Resources Advisor
General Delivery
McLeod Lake, BC
V0J 2G0
hrdept@milib.ca or Fax: 250-750-4420

Posted: October 19, 2021
Closing: December 13, 2021

No phone calls please. Only those shortlisted for the interview process will be contacted.