Chief Operating Officer (COO)

Permanent, Full-Time Position

Competition #: 2026-18

Location: Based out of the Yaq̓it ʔa·knuqɬi'it Administration Office, near Grasmere, BC.

Position Summary:

Yaq̓it ʔa·knuqɬi'it First Nation ("YQT") is a rural First Nation located near Grasmere, BC, in one of British Columbia's most beautiful natural settings. YQT is seeking an experienced and dynamic leader to join our team as Chief Operating Officer (COO).

Reporting to the Chief Administrative Officer (CAO), the COO provides executive leadership and oversight of day-to-day operations across all departments, ensuring effective service delivery, organizational accountability, and the successful implementation of strategic and operational priorities.

Working closely with the CAO and departmental directors, the COO provides leadership, mentorship, and operational direction to strengthen organizational effectiveness, improve coordination, and address operational challenges. This position plays a critical role in ensuring programs, services, and organizational practices reflect the Nation's cultural values, community needs, and strategic priorities.

Cultural Safety:

Our organization is committed to serving the ʔakanuxunik̓ people in a manner that respects, enhances, and promotes their cultural identity and well-being. The COO is responsible for promoting culturally safe and inclusive leadership, integrating cultural values and practices into organizational operations, and ensuring programs and services reflect the traditions, priorities, and needs of the Yaq̓it ʔa·knuqɬi'it community.

Key Responsibilities:

- Provide executive leadership and oversight of operations across all departments, ensuring effective and timely delivery of programs, projects, and services.
- Support the CAO in the overall administration of the Nation's government, assuming responsibility for delegated operational and administrative matters and providing continuity of executive leadership.
- Provide direct leadership, supervision, and mentorship to departmental directors and other assigned direct reports, strengthening management capacity, accountability, and professional development.
- Provide oversight and guidance on departmental personnel matters in collaboration with Human Resources and the CAO, in accordance with organizational policies and delegated authorities.
- Translate strategic objectives into actionable departmental workplans and operational priorities, monitoring progress and ensuring alignment with organizational goals.
- Oversee departmental operational budgets in collaboration with the Director of Finance, promoting effective resource allocation and financial accountability.
- Strengthen cross-departmental collaboration, coordinating resources and initiatives to improve organizational effectiveness and service delivery.
- Identify operational challenges, service gaps, and organizational inefficiencies, working collaboratively with departments to implement practical solutions.

- Provide executive-level leadership and coordination for operational projects, infrastructure initiatives, and organizational improvements as assigned by the CAO.
- Support organizational accountability, policy implementation, risk management, and compliance in collaboration with the CAO and corporate functions.
- Promote a positive, culturally respectful work environment and ensure community values and member needs are reflected in operational decisions and service improvements.
- Other duties as assigned.

Qualifications:

Required Education and Experience:

- Degree in business administration, public administration, or a related field.
- Minimum of eight (8) years of experience in operational management, preferably within government or First Nation organizations.
- Demonstrated experience managing multiple departments and leading cross-functional teams.
- Strong understanding of financial and resource management.
- Knowledge of Ktunaxa culture and First Nations governance.
- Valid Class 5 BC Driver's Licence.
- Satisfactory Criminal Record Check (to be completed upon hiring).

Required Knowledge, Skills, and Abilities:

- Strong executive leadership, operational planning, and strategic management skills.
- Demonstrated ability to mentor and develop departmental leaders, strengthen organizational capacity, and foster accountability across multidisciplinary teams.
- Strong problem-solving and decision-making abilities, with a proactive and solutions-oriented approach.
- Experience in organizational governance, service delivery, and policy implementation.
- Knowledge of Indigenous government operations, funding structures, and community development initiatives.
- Ability to build collaborative working relationships with leadership, staff, government agencies, and community stakeholders.
- Strong organizational, communication, and interpersonal skills.
- Demonstrated cultural competence and commitment to culturally safe, community-driven service delivery.
- Commitment to confidentiality, integrity, professionalism, and ethical leadership.

Salary: $135,000 – $149,500 annually, commensurate with experience and qualifications.

Comprehensive Benefits Package, including**:**

- Medical, Dental, Disability, and Life Insurance coverage.
- Pension Program.
- Standard benefits as a Federally Regulated Employer.
- Paid vacation, sick leave, and statutory holidays.
- Opportunities for professional development and training.
- Supportive and respectful work environment rooted in Yaq̓it ʔa·knuqƛi'it values.

Application Process: Please send your resume and cover letter by **November 27, 2026**, at **12:30pm** to hr@tobaccoplains.org

Or mail to:

Human Resources
Yaq̓it ʔa·knuqƛi'it First Nation
PO Box 76
Grasmere, BC V0B 1R0