



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/03

## Operations Manager, Lakes

<b>Job ID</b>	<b>3F-F7-E8-A9-D5-96</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=3F-F7-E8-A9-D5-96">https://careers.indigenous.link/viewjob?jobname=3F-F7-E8-A9-D5-96</a>	
<b>Company</b>	College of New Caledonia	
<b>Location</b>	Burns Lake, British Columbia	
<b>Date Posted</b>	From: 2020-01-16	To: 2020-03-16
<b>Job</b>	Type: Full-time	Category: Education
<b>Job Start Date</b>	April 1, 2020	
<b>Job Salary</b>	\$ 72,044 To \$96,058 Per Year	
<b>Languages</b>	English	

### Description

Job Title: Operations Manager, Lakes

Employment Status: Full Time

Employment Type: Regular

Job Summary

The College of New Caledonia Lakes District Campus has offered a wide range of courses, programs and services to meet community needs in the Lakes District since 1976. The campus region covers approximately 20,000 sq. km with a population of more than 8,000.

The Lakes region is responsive and committed to the communities it serves. CNC works closely with local industry, community agencies, and an advisory committee to deliver comprehensive programming to meet local training and educational needs.

The Operations Manager is responsible for leading the administrative direction of all campus operational activities, including student services and family programs. Responsibilities include, but are not limited to, planning, organizing, and managing resources, systems and processes of these various departments to ensure student and College needs are met, the College is effectively promoted and that administrative systems are as efficient and effective as possible.

Specific Duties

Working in collaboration with the local administrative team, the incumbent will:

Provide leadership and direction in all operational and administrative activities

Identify, implement and maintain systems and processes to ensure smooth and efficient operation

Act as the liaison between building owners, building manager, District staff, and Facilities staff to ensure all facilities are maintained in accordance with lease agreement and relevant legislation

Remain current with service provider policies and regulations, which affect program and participant success

Ensure excellent communication of information as required within the department, the College and the community

Continually update and revise procedures and systems to meet internal and external requirements

Proactively act as a resource to department and College management and staff on program and service systems issues

Proactively and effectively solve problems relating to the departments procedure and systems, particularly as they relate to student/participant circumstances; troubleshoot and provide conflict resolution for students, staff and departments in a sensitive and professional manner;

Ensure all College policies, procedures, and collective agreements are adhered to; initiate and support departmental procedure and policy reviews as well as new policy and procedure development as required;

Develop, maintain and encourage positive communication strategies via formal and informal mechanisms

Manage marketing and promotional procedures, materials and structures to ensure activities meet college standards.

Conduct marketing and or reporting briefings regarding new programs and initiatives

Manage contracts and funders. Ensure policies, systems and mandates are met and keep contractors and funders up-to-date.

Manage complex and integrated reporting (financial, statistical and narrative) requirements including establishing and

implementing timelines and reporting structures; ensuring appropriate data is collected, entered and communicated in the necessary formats.

Provide information and support to the campus team with respect to planning, program and service development

Encourage a climate of excellence, responsibility and accountability by supporting and monitoring performance; ensuring program and service guidelines and outcomes are met; facilitating professional development activities; and recognizing contributions and achievements

Ensure quality in all activities

Develop and maintain positive campus communications

Participate in relevant internal and external committees related to programs, systems and processes

Ensure liaison and communication among staff, departments and external partners

Administer and monitor approved budgets; prepare annual budget recommendations

Participate in labour negotiations as required by the College

You will be part of a team actively engaged in contributing to and accomplishing the vision, mission, and goals of the College and in supporting the aspirations and needs of our learners and communities.

You will promote a positive work atmosphere and communicating in a professional manner that demonstrates mutual respect with students and colleagues.

Perform other duties as assigned by the Regional Principal or designate.

#### Skills & Qualifications

A bachelor's degree in a relevant field (i.e. education, business administration, international development);

A minimum of three years' demonstrated operational management and supervisory experience;

Working knowledge of post-secondary systems, policy and processes is strongly preferred;

Commitment to excellent student/participant experience and institutional integrity;

Broad understanding of program and service accountability framework;

Demonstrated strong oral and written communication skills;

Excellent, proven organizational skills;

Excellent interpersonal skills and proven problem-solving skills in complex situations;

Demonstrated operational and collaborative leadership abilities;

Articulated management philosophy that is in alignment with the guiding principles;

Demonstrated financial management skills;

Proficient in appropriate technological applications including: word-processing, spread sheet & database construction, electronic social media, as well as, web based communication and research; knowledge of ICM system strongly preferred;

Knowledge and appreciation of Aboriginal culture and history within communities.

This position requires a person of Aboriginal ancestry who also meets all other necessary qualifications. Should a qualified Aboriginal person not be available for the position, the College will consider non-Aboriginal applicants with other necessary qualifications.

#### How to Apply

Visiting the posting on the website at:<https://cnc.peopleadmin.ca/postings/4038>