



## **Director of Administration Competition 24-06**

The First Nations' Emergency Services Society of British Columbia (FNESS) is a not-for-profit organization and registered charity governed by a First Nation Board of Directors. FNESS supports BC First Nations in building safer, healthier, and thriving communities through programs focused on Awareness, Preparedness, Mitigation, and Recovery.

### **Position Summary:**

In alignment with FNESS's Mission Statement and Guiding Principles, the Director of Administration guides the administrative functions of the Society, providing strategic leadership in human resources, finance, communications, and office operations. This role ensures that all administrative activities and policies align with Board specifications, approved funding and budgets, and legislative requirements, fostering a high-performance culture and supporting the strategic goals of FNESS.

### **Position Responsibilities:**

- Develop and implement administrative strategies that align with FNESS's long-term goals and objectives. This includes setting strategic priorities and ensuring administrative functions support overall organizational success.
- Lead HR planning, policy development, and compensation strategies. Oversee recruitment, onboarding, performance evaluations, and employee development programs and ensure compliance with employment standards and legislative guidelines.
- Provide strategic financial management, including budgeting, financial reporting, and compliance with funding agreements and regulatory bodies. Ensure the development and management of annual operating and capital budgets.
- Ensure efficient management of day-to-day office functions, including facilities management, IT, and telecommunications. Implement best practices for office administration to enhance productivity and operational efficiency.
- Develop and manage internal and external communication strategies to enhance FNESS's public image and stakeholder engagement. Oversee media relations, corporate communications, and community outreach.
- Lead risk management initiatives to mitigate potential risks and enhance organizational resilience. Develop and implement risk management policies and procedures.
- Ensure compliance with funding agreements and manage the administration of grants and contracts, including reporting and financial management.
- Enhance administrative systems and processes for efficiency and effectiveness, including data management and record-keeping.

- Foster a high-performance culture within the administrative team, providing leadership, guidance, and support. Develop team skills and capabilities to meet organizational needs.
- Collaborate with internal and external stakeholders to support organizational initiatives and build strong relationships with partners and communities.
- Work closely with the Director of Operations and Director of Governance to ensure seamless communication and strategic alignment across all departments.
- Guide administration in line with the Mission Statement and Guiding Principles. Maintain good working relationships and promote good public relations.
- Ensure compliance with relevant laws and regulatory bodies. Regularly update the Board on essential matters and continuously review and refine the Strategic Plan, recommending changes and securing funding for new initiatives.
- Ensure appropriate insurance coverage and implement controls to safeguard organizational assets.
- Lead and support the direction of special events and projects, ensuring resources are available. Oversee annual AGM, board nominations, elections, and membership matters.
- Assist the Board in managing operational affairs, including agenda development, minute-taking, and providing regular and special reports. Coordinate and participate in the onboarding and orientation process for new Board members. Ensure effective communication and implementation of Board directives, and keep the Board informed of significant internal and external issues.
- Refer disputed financial matters to the Board for resolution, offer guidance and support in reviewing the Mission Statement and Guiding Principles, assist in reviewing and developing the Strategic Plan, manage affairs in line with the approved Strategic Plan, and participate in committee work as required.

*This job description describes the primary duties and responsibilities and does not imply that they are the only duties and responsibilities to be performed.*

#### **Position Requirements:**

- Business Administration degree or related field.
- Minimum of 10 years of progressive experience in administration or a related field, with a focus on strategic leadership.
- Proven ability to develop and implement administrative strategies and policies with strong strategic thinking and organizational skills.
- Expertise in HR and financial management, with strong analytical and problem-solving abilities.
- Exceptional interpersonal and relationship-building skills, able to lead and manage change effectively.

- High level of integrity and ethical standards, with excellent decision-making and crisis management skills.
- Strong project management skills and ability to work collaboratively with diverse stakeholders.
- Exhibits strong interpersonal skills and a commitment to cultural competence, with a focus on working respectfully and effectively within diverse cultural contexts, adapting interactions to foster inclusivity and safety for all individuals.

**Additional Requirements:**

- Knowledge of the First Nation culture, customs, and language is essential for this position
- Willingness to travel as needed for events and program support
- Criminal Records Check (Vulnerable Sector)
- Valid Class 5 Driver's License

**Position Type:** Full-time Employment Agreement, 7.5-hour shift Monday to Friday

**Location:** Hybrid Work

**Compensation:** \$135,000 a year. Competitive compensation based on qualifications and experience.

**Closing Date:** August 2, 2024

**Benefits:**

- Dental care
- Extended health care
- Life insurance
- Pension plan
- Paid 4 weeks' vacation

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is FNESS Policy to practice preferential hiring for Indigenous people. Candidates who wish to qualify for preferential consideration must self-identify.

We thank all candidates for their interest; however, only those selected for an interview will be contacted.

**Please forward a current resume and cover letter to:**

[HR@fness.bc.ca](mailto:HR@fness.bc.ca)

Attention: Human Resources Manager  
First Nations' Emergency Services Society  
102-70 Orwell Street  
North Vancouver, BC V7J 3R5