The Ktunaxa Nation is characterized by the spirit of courage, initiative, innovation, perseverance, and leadership that it has brought to the work of preserving and protecting both the past and the future of its people. This has been accomplished through the exceptional commitment and vision of its human resources. It is therefore expected that employees who represent the Ktunaxa Nation will be committed to honouring the spirit of the Nation’s work by putting their best into all that they do and by conducting themselves at all times ethically, professionally, and respectfully.

The Ktunaxa Nation Council has an opportunity for a Director, Education and Employment role at their main office in beautiful Cranbrook BC. Reporting to the Chief Administrative Officer the Director of Education and Employment engages with other KNC Directors, the 4 Ktunaxa First Nations, Elders, Knowledge Holders and citizens to cooperate and collaborate on Ktunaxa education, employment and capacity development interests both in community and as a Nation.

This is a full-time permanent position.

Key Responsibilities:

• Strategic Leadership through visioning, planning, and developing strategies to support and empower Indigenous people in reaching their full potential, achieving self-sufficiency and overall desired quality of life.
• Develop a Ktunaxa Workforce Development Strategy and Education Feasibility Assessment
• In consultation with the CAO, coordinate and assist the activities of the Education and Employment Sector Council.
• Plan and direct staff and contractors in the development, implementation, and evaluation of Education and Employment Sector work plans.
• Prepare, monitor and manage budgets for Education and Employment Sector operations and related activities.
• Oversee the Human Resources management of Education and Employment Sector employees. This includes recruiting, position descriptions, performance, training, mentoring, health and safety, and policy compliance.
• Manage all administrative requirements of the Education and Employment Sector. Provide reports and presentations, monitor effectiveness, and ensure relevant policies, laws, standards, and best practices are implemented.
• Maintain appropriate relationships and communications with the 4 Ktunaxa First Nations, government agencies, public interest groups, and other agencies and organizations.
Key Requirements:

- Bachelor or Master’s degree from an accredited post-secondary institution in applicable fields.
- 10+ years related experience and 5+ years of senior level experience.
- Proven leadership and management ability.
- Ability to develop and implement high level strategic initiatives.
- Significant experience engaging with citizens/communities in a First Nations environment.
- Excellent understanding of Ktunaxa’s traditional knowledge and language.
- Ability to relate to and work well with Elders and Cultural Advisors.
- Exceptional/strong oral and written communication skills.

Interested candidates are asked to submit a cover letter and resume to:

KNC-HR@ktunaxa.org

The closing date for this opportunity is September 1, 2023.

We thank all applicants for their interest, however, only those selected for interviews will be contacted.

The Ktunaxa Nation Council is committed to providing and maintaining a safe and healthy work environment for all Employees and the People, Communities, and Bands that we serve. Proof of Covid Vaccination is required as per the KNC Vaccination Policy.

Preference is given to aboriginal candidates.

Ktunaxa candidates are encouraged to apply.