



# *P'egp'ig'lha Council*

P.O. Box 615  
Lillooet, B.C.  
V0K1V0

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## **Director of Operations, P'egp'ig'lha Council**

The Director of Operations is responsible for ensuring that operations further the mandate of the P'egp'ig'lha Council (PC); initiating and setting goals for programs according to the strategic objectives of the organization; planning programs from start to completion involving deadlines, milestones, and processes; and developing and/or approving budgets.

### **Roles and Responsibilities:**

- advance PC's Title and Rights, Lands and Resources in PC planning and decision making
- advise on meeting the needs of the PC through partnership and teamwork
- provide a forum for the PC to identify and expand opportunities for government-to-government relations and partnerships
- liaise and collaborate with First Nations organizations, agencies, and governments
- promote opportunities for collaboration among governments, proponents, and business on protection on natural and cultural resources in the territory
- promote the inclusion of P'egp'ig'lha voice in decision-making at all levels of government and with business affecting the territory
- oversee operations and operations staff, training, and staff events
- lead the development and implementation of the PC strategic plan
- assess and report progress in meeting PC and operations objectives
- participate in budget development and monitoring of expenses
- generate reports for the PC and the PC Chairperson as needed

### **Qualifications:**

- Proven experience in management position
- Excellent organizational and leadership abilities
- Outstanding communication and people skills
- Knowledge of industry's legal rules and guidelines
- Familiarity with MS Office and various business software
- Post secondary degree, diploma or equivalent in administration or relevant field

**Closing date:** December 10, 2021 or until posing is filled

### **Submit applications to:**

Sid Scotchman  
Administrative Assistant  
P'egp'ig'lha Council  
PO Box 615  
Lillooet, BC V0K 1V0

Email: [pegpiglha.c.assistant@gmail.com](mailto:pegpiglha.c.assistant@gmail.com)