



## First Nations Forestry Council OPERATIONS MANAGER

The First Nations Forestry Council (FNFC) is seeking an Operations Manager that can focus in the area of Forest Governance and support implementation of an immediate project related to stewardship planning at the First Nations territorial level. While participating as an integral member of the FNFC team the Operations Manager will perform duties in accordance with the mandate and priorities of the organization. This position is full time position however it is subject to available funding.

In the spring of 2006, the First Nations Forestry Society incorporated as a not-for-profit society in British Columbia to conduct its business in support of First Nations in BC participating and engaging in forestry related issues. For detailed information concerning the Forestry Council visit our web site at [www.fnforestrycouncil.ca](http://www.fnforestrycouncil.ca).

### **The Candidate:**

The Operations Manager - Governance liaises closely with a broad range of representatives from governments, the First Nations Leadership Council, First Nations partner organizations, industry, and others to aid in the design and implementation of specific projects and programs related to the FNFC Action Plan/Strategy. The Operations Manager - Governance is also responsible for ensuring effective communications with First Nations and FNFC partners regarding FNFC initiatives. The incumbent should have relationship-building skills, a working understanding of forestry-related issues affecting First Nations, good organizational skills, and excellent writing and budgeting abilities. The candidate will possess the following fundamental requirements:

#### Education:

- Degree, diploma or certificate in forestry, community planning, administration or business administration with a minimum of 5 years related experience, or equivalent combination of education and experience related to this position;

#### Experience:

- Experience in providing administrative support;
- Experience using various software programs that support office administration;
- Experience working with a Board of Directors.

#### Abilities and Skills:

- Strong interpersonal and communication skills;
- Strong organizational and coordination skills;
- Superior level of computer literacy, especially word processing, spreadsheets, and presentation software;
- Effective communication skills, including gathering data, compiling information, creating, composing, and editing a variety of written materials.
- Ability to make administrative and procedural decisions and judgments on sensitive, confidential issues, demonstrating tact, flexibility and initiative;
- Ability to work independently and expeditiously under tight timeframes and competing priorities.

#### Knowledge:

- Demonstrated Forestry planning, Land Use planning and stewardship knowledge from a British Columbia and First Nation's perspective
- Knowledge and experience in project/program management, development, monitoring and evaluation
- Knowledge of general accounting principles, procedures, systems and documentation;
- Knowledge and understanding of First Nations peoples political, governance, socio economic and community issues, aboriginal ancestry an asset;

**Location:** The FNFC Head office is located at 2161-1959 Marine Drive, North Vancouver B.C. V7P 3G1 and a regional Branch office is located at 554 Center Street, Nanaimo, BC.

A competitive compensation package is offered for this exciting and challenging position. If you are qualified and attracted to working in a dynamic and progressive First Nations corporate environment, please provide your resume in confidence as soon as possible. This posting will remain open until the position is filled.

Mail Your Resume to: First Nations Forestry Council, 2161-1959 Marine Drive, North Vancouver BC V7P 3G1 or by email to [sandy@forestrycouncil.ca](mailto:sandy@forestrycouncil.ca)