



TK'EMLÚPS TE SECWÉPEMC

JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

POSITION TITLE: Chief Operating Officer (COO)
DEPARTMENT: Corporate
SUPERVISOR: Chief and Council (C&C)
TERMS: Full-Time, Permanent
REFERENCE #: 2026-061

Purpose of Position:

The Chief Operating Officer (COO) works collaboratively with the Chief Administrative Officer (CAO) and Chief Financial Officer (CFO) to provide overall leadership and direction for the organization. Reporting to Chief and Council (C&C), the COO is responsible for ensuring effective operational management and service delivery aligned with the vision, mission, and strategic priorities of Tk'emlúps te Secwépemc.

The COO leads operational departments, ensuring programs, services, and infrastructure are delivered efficiently, effectively, and in a manner that meets the needs of TteS membership. The role also serves as a key liaison between administration, leadership, and external partners.

Duties and Responsibilities:

1. Organizational Leadership and Governance Support

- Support Chief and Council in achieving strategic priorities and community objectives
- Provide recommendations on laws, by-laws, policies, procedures, and standards
- Ensure compliance with TteS laws, policies, and delegation authorities
- Maintain appropriate separation between governance and administration
- Ensure transparent, accurate, and regular reporting to Chief and Council
- Promote a positive and professional public image of Tk'emlúps te Secwépemc

2. Strategy, Planning, and Performance

- Lead and support strategic and annual operational planning across departments
- Ensure alignment between operational plans and organizational strategy
- Monitor operational performance, budgets, and outcomes
- Identify and recommend operational priorities and service delivery improvements
- Build and maintain partnerships and networks that support TteS initiatives

3. Operations and Service Delivery

- Provide leadership and oversight of operational functions across the organization
- Ensure programs, services, and infrastructure are delivered effectively to membership
- Coordinate activities across departments to ensure consistency and efficiency
- Implement and monitor operational policies, procedures, and standards
- Apply project management practices to support successful delivery of initiatives
- Identify opportunities to improve operational processes and organizational effectiveness

4. Risk, Compliance, and Continuous Improvement

- Identify operational risks and implement mitigation strategies
- Ensure compliance with applicable laws, regulations, and internal policies
- Apply a risk management framework to reduce organizational liability
- Maintain confidentiality of sensitive information
- Drive continuous improvement in operational performance and service delivery

5. People Leadership and Relationships

- Provide leadership, direction, and support to managers and staff
- Foster a culture of collaboration, accountability, and operational excellence
- Support recruitment, development, and performance management of staff
- Build and maintain strong relationships with internal and external stakeholders
- Act as a liaison between departments and external partners
- Promote understanding and integration of Secwépemc culture, values, and traditions

6. Executive Collaboration

(Shared with CAO and CFO)

- Strengthen and maintain the TteS administrative structure
- Support integrated decision-making across operations, finance, and administration
- Provide recommendations on negotiations, priorities, and service improvements
- Ensure consistency in policy implementation and organizational practices
- Support coordinated leadership across the executive team

7. Other duties as required.

Financial Responsibility:

This position is responsible for the operational oversight of departmental budgets related to program and service delivery, ensuring alignment with approved financial plans.

The position ensures responsible use of financial resources within operational departments and supports department managers in planning, monitoring, and managing operational budgets.

The incumbent contributes to organizational financial planning by ensuring operational priorities, resource requirements, and service delivery needs are identified and aligned with approved budgets.

Supervision or Training Duties:

- This position directly supervises department managers responsible for program and service delivery within assigned functional areas.
- The incumbent provides operational leadership, direction, and support to department managers to ensure organizational priorities are achieved and services are delivered effectively to TteS membership.

- Responsibilities include performance management, coaching, mentoring, and supporting the professional development of staff.
- The incumbent ensures that Human Resources policies and procedures are followed in areas such as recruitment, performance management, and employee development.

Special Requirements:

- Must pass a criminal record check.
- Ability and willingness to work flexible hours, including evenings and weekends, as required to support operational needs and community events.
- Ability and willingness to travel as required to attend meetings, conferences, or community engagements.
- Demonstrates a willingness to learn about and respect Secwépemc customs, traditions, and community values.

Professional Certification, Education and Experience:

- University degree in Business Administration, Public Administration, Commerce, or a related field.
- Minimum five (5) years of senior leadership experience managing multiple departments or operational programs in a complex organization, preferably within a First Nations or public sector environment.
- Experience overseeing operational service delivery, infrastructure, or community programs.
- Experience working in a dynamic environment with complex partnerships involving First Nations governments, the Province of British Columbia, and the Government of Canada.
- Awareness and experience with Indigenous history, governance structures, and legal contextual issues in Indigenous affairs.
- Experience leading operational planning, organizational change, and service delivery improvements.

Skills and Abilities:

- Strong leadership and management skills with the ability to lead and motivate staff.
- Demonstrated ability to coordinate complex operational programs and initiatives.
- Ability to develop and implement operational plans aligned with organizational strategy.
- Ability to establish and maintain effective working relationships with C&C, staff, and external stakeholders.
- Strong verbal and written communication skills including report writing and presentations.
- Ability to analyze operational issues and develop practical solutions.
- Ability to manage multiple priorities and competing deadlines.
- Knowledge of government and First Nations administrative processes and regulatory environments.
- Ability and willingness to become knowledgeable about Secwépemc language, customs, and traditions.
- Ability to maintain confidentiality and exercise sound judgment in sensitive matters.

Benefits:

- Extended health, dental, and vision
- 7.6% Registered Pension Plan (RPP) matching and Life insurance

HOURS OF WORK: Normal Day shifts – 7 hours. Non-normal shifts may be required.

PAY GRADE: Starting at \$127,298 annually

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

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 TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

Deadline for the Job posting is May 12th, 2026 by 2:00pm

Submit Job Application Form, cover letter, resume, and references

online: <https://tkemlups.ca/employment/>

or at our Human Resources office #320 Chief Alex Thomas Way.

Office Hours are Monday to Friday 8:00 am to 4:00 pm &

closed for lunch from 12:00 pm to 1:00 pm

We require each applicant to fill out

an online application form which can be found at: <https://tkemlups.ca/employment/>

Any late submissions or submissions without the job application form will not be considered.