



DIRECTOR OF OPERATIONS

Job Posting

YELLOW QUILL FIRST NATION is a Saulteaux First Nation located approximately 300 km east of Saskatoon, and 12 km east of Rose Valley, Saskatchewan. Yellow Quill is a signatory, by adhesion in 1876, to Treaty Four and a Treaty Land Entitlement Band from the 1993 TLE Framework Agreement. Yellow Quill is seeking a Director of Operations who will navigate towards self-sufficiency through a self-determined first nation, to create, and implement the YQFN Comprehensive Community Plan. Yellow Quill, as part of a renewal process, maintains that accountability, transparency, and disclosure are integral to band operations and management. YQFN is a strong nation that carries their traditional values of language and ceremony.

The Position

Reporting to the Chief and Council, the Director of Operations plays a vital role in the organization by overseeing the management, administration, and delivery of all the programs and services to ensure that the needs of Yellow Quill Community Members are met in a reasonable, effective, and efficient manner.

RESPONSIBILITIES

- Ensure that all operations are conducted respectfully and responsibly and that all decisions and actions comply with relevant legislation, policies, and procedures;
- Oversee, directly and indirectly, all financial transactions, programs, and services created and implemented by the Chief & Council;
- Liaison between Chief and Council and Staff through effective management; conduct regular supervision and annual performance evaluation of managers; provide direction and support to managers regarding human resource management, issues, and complaints;
- Acts as liaison between other government agencies and departments, private industry businesses, and any other individuals, groups, or agencies operating in the community.
- Acts as a representative of the Nation in a professional and respectful manner.
- Provides accurate records and reporting to the Chief & Council, relevant governments, and agencies, when requested.
- Ensures that all business and operations are conducted in a responsible, confidential, and ethical way.

EDUCATION AND EXPERIENCE

- A degree from a recognized post-secondary institution in Business Administration, Public Policy, or a related field along with related training and experience.
- Five (5) + years' experience that demonstrates progressively increasing responsibility in management roles within an organization.
- Experience in strategic planning, financial management, human resource management, program management, delivery, and evaluation.
- Experience with policy development/maintenance, financial reporting to Indigenous Services Canada (ISC), and managing committees.
- Experience working within a First Nations governance structure/organization is an asset.
- Experience with Saulteaux or Anishinaabe culture values, customs, protocols is an asset.

KNOWLEDGE, SKILLS & ABILITIES, PERSONAL SUITABILITY

- Knowledge of First Nation governance and related financial/funding requirements, reporting and relevant legislation, policies, and procedures, including the Indian Act.
- Knowledge of Anishinaabe/Saulteaux culture and traditions, protocols and language being an asset

- Knowledge of Microsoft Office products (Word, Excel, Outlook, Powerpoint) and the ability to use web conferencing software (Teams, Zoom, WebEx, etc.)
- Demonstrated leadership ability to influence and professionally motivate others;
- Strong time management, planning, and project coordination skills;
- Excellent verbal and written communication and presentation skills;
- Strong analytical and negotiation skills;
- Strong ability to exercise sound judgment;
- Ability to engage with others in a professional and respectful manner.
- Ability to work with and manage confidential information and use independent judgment;
- Organizational skills, attention to detail, and ability to multi-task;
- Demonstrates strong integrity, work ethic, confidentiality, initiative, and follow-through.

OTHER: The selected candidate will have to provide copies of certification, a recent satisfactory Criminal Record Check with a Vulnerable Sector Check, and a valid driver's license to be eligible for the position.

PREFERENCE WILL BE GIVEN TO QUALIFIED YELLOW QUILL FIRST NATION MEMBERS. If interested, submit your resume and cover letter; in confidence to the attention of the Chief People Officer at Saskatoon Tribal Council by **September 29, 2026 at 4:00 pm:**

Fayth Runns,
Chief People Officer
Saskatoon Tribal Council
On Behalf of
Yellow Quill First Nation
Email: stchr@sktc.sk.ca

No telephone calls, please. Yellow Quill First Nation appreciates the interest of all applicants, however, only those selected for an interview will be contacted.