



## EMPLOYMENT OPPORTUNITY

Internal / External

# Full time Permanent Associate Vice President-Operations Main Campus

Native Education College (NEC) opened its doors in 1967 and is British Columbia's largest private Indigenous college. NEC's purpose is to contribute to an Indigenous, holistic educational experience that supports Indigenous learners in fulfilling their responsibilities to family, community, and Nation as autonomous Peoples.

NEC's operations support academic delivery, student services, and institutional effectiveness through facilities, IT, administrative systems, and operational planning.

### Position Summary:

The Associate Vice President, Operations provides **institution-wide operational leadership** to ensure NEC's systems, infrastructure, and administrative services effectively support academic and student service priorities.

Reporting to the President, this role translates institutional strategy into efficient operational systems and ensures operational risks are managed proactively.

### Main Responsibilities:

- Provide executive leadership for institutional operations including facilities, IT infrastructure, administrative systems, and operational services.
- Translate NEC's strategic priorities into operational plans, service models, and institutional implementation frameworks.
- Ensure operational structures support academic delivery, student services, and organizational growth.
- Lead institutional operational risk management, compliance oversight, and regulatory readiness.
- Ensure compliance with health, safety, employment, privacy, and operational regulatory requirements.
- Develop and maintain institutional operational policies, service standards, and procedural frameworks.
- Oversee operational budgeting, forecasting, and resource allocation within approved institutional frameworks.
- Identify operational efficiencies, sustainability opportunities, and infrastructure improvement priorities.
- Provide strategic recommendations to the President regarding operational investments and institutional capacity planning.
- Supervise operational directors, managers, and institutional service leads.
- Strengthen cross-departmental coordination to ensure consistent service delivery and institutional alignment.
- Support leadership teams in implementing operational initiatives and organizational improvements.
- Establish operational performance indicators and monitoring systems.
- Provide executive-level operational reports, analysis, and recommendations.
- Lead continuous operational improvement initiatives across NEC.

## Preferred Qualifications:

- Master's degree in Business Administration, Public Administration, Higher Education Leadership, or related field (*or equivalent combination of senior executive experience*).
- Minimum **five (5) years** of senior operational leadership experience in a complex organization.
- Demonstrated experience leading institutional operations in:
  - Post-secondary education, public sector, Indigenous organization, or non-profit environment.
  - Experience working within **unionized workplaces**.
- Strong experience in:
  - Institutional operations governance.
  - Organizational systems management.
  - Strategic operational planning.
  - Risk and compliance oversight.
  - Demonstrated leadership in supervising multi-department operational teams.
- Strong understanding of Indigenous community relationships and cultural contexts; knowledge of local Host Nations is an asset.
- Must be able to pass a criminal record check.

## Terms:

- Appointment may require a criminal record check; results may affect final offer of employment.
- Occasional evening and weekend hours may be required for programming or events.
- NEC encourages members of equity-seeking groups to apply; preference given to qualified Indigenous applicants

Closing Date:	Until Filled
Start Date:	Asap
Days of Work:	Monday – Friday: 35 hours per week
Salary:	\$100K-\$125K

## Application Details:

Please submit your resume, names of three references from related work experience, a copy of your credentials and current related licenses and a cover letter outlining your interest and detailing how you meet the above qualifications. Only short-listed applicants will be contacted. Address your application to:

Hiring Manager  
Native Education College

285 East 5<sup>th</sup> Avenue  
Vancouver, BC

E-mail: [hire@necvancouver.org](mailto:hire@necvancouver.org)  
V5T 1H2