

EMPLOYMENT OPPORTUNITY

Internal / External

Director of Operations

Main Campus

NEC respects the ancestral and unceded territory of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Səlilwətaʔ/Selilwitulh (Tseil-Waututh) Nations. NEC is dedicated to the Peoples of these territories and beyond. We are centering our Nations, one learner at a time. In doing this work collectively, we demonstrate that commitment is more than just showing up.

NEC is committed to protecting and upholding the dignity, safety, and identities of our Indigenous learners. We honor traditional values and Indigenous knowledge, fostering learners' identities, aspirations, and sense of belonging. Our academic programming and wrap-around supports are aligned with the Longhouse Values of the Host Nations.

Position Summary:

The Director of Operations provides strategic leadership and oversight of NEC's operational functions, including facilities and campus operations, compliance, procurement and vendor management, risk and safety, and capital and enhancement projects. The Director ensures operations are efficient, effective, compliant, and aligned with the College's growth and strategic priorities. Through operational planning, performance management, continuous improvement, and cross-functional leadership, the position strengthens organizational effectiveness and ensures consistent, high-quality service delivery.

Qualifications:

- Bachelor's degree in business administration, Public Administration, Operations Management, or a related field; master's degree preferred.
- Minimum five to seven (5-7) years of progressive leadership experience in college operations, facilities management, or a related field.
- Experience leading operational functions, cross-functional initiatives, and organizational improvement projects.
- Experience overseeing facilities, operational services, procurement, vendor relationships, budgets, and organizational resources.
- Knowledge of operational planning, performance management, compliance, occupational health and safety, risk management, and business continuity.
- Strong leadership, communication, collaboration, problem-solving, and decision-making skills.
- Understanding of and commitment to Indigenous values, cultural safety, and community-centered approaches.
- Ability to pass a Criminal Record Check.

Terms:

Appointment to this full-time position will require a formal criminal record check, the details of which may preclude finalizing an offer of employment. Preference will be given to qualified Indigenous applicants.

Closing Date:	Open until filled.
Start Date:	Asap
Hours:	Monday-Friday, 8:30 am to 4:30 pm- 35 hrs./week
Salary:	\$90-100K/Yr.
Position:	Excluded

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 5th Avenue
Vancouver, BC

E-mail: hiring@necvancouver.org
V5T 1H2