

# Employment Opportunities



**Position:** Associate Chief Operating Officer  
**Service Area:** Employee & Administrative Services  
**Salary:** Based on Education and Experience  
**Date Posted:** August 19, 2025  
**Closing Date:** August 28, 2025  
**Competition Number:** EASOHSS-03-07-25-25

## POSITION SUMMARY:

The Associate Chief Operating Officer (Associate COO) supports the Chief Operating Officer (COO) in supervising Siksika Nation Tribal Administration's service area departments (Housing, Infrastructure and Public Works, Public Safety and Justice). The Associate COO assists in the development and execution of strategic initiatives and operational improvements designed to enhance the quality of life for Siksika Nation members. This position provides operational leadership, focuses on organizational development, and ensures the continuity of services as per direction of the COO.

## Duties & Responsibilities: \*see complete job description\*

- Assist the COO in attending Chief and Council meetings, providing operational updates, and addressing barriers and initiatives.
- Participate in resource planning initiatives to maintain operational efficiency
- Assist in resolving operational disputes with internal and external stakeholders

## Required Knowledge, Skills, and Abilities:

- Strong organizational, delegation, and project management skills.
- Understanding of regulatory requirements and operational priorities within First Nations' communities.
- Ability to contribute to succession planning and workforce development.
- Proficient with computer applications including Microsoft Suite (Excel, Teams, Word, and PowerPoint)
- • Commitment to ethical leadership, cultural sensitivity, and continuous improvement.

## Education and Experience:

- Bachelor's Degree in Business Administration, Commerce, Public Administration, or a related field.
- Minimum of 3 years in a management or leadership role, preferably in operations, administration, or community services.
- Experience working with First Nations communities is an asset.

## Professional Designation/Certification/Licenses:

Valid Alberta Class 5 Driver's License, Updated Criminal Record Check,

Requires general knowledge of the Siksika Nation culture and some ability to communicate in the Siksika language

**EMAIL:** [recruitment@siksikanation.com](mailto:recruitment@siksikanation.com) To Apply, Receive a Job Description or Employment Application form.  
**CALL** 403-734-5567 or 403-734-5579 to learn more.  
**WEBSITE** [www.siksikanation.com](http://www.siksikanation.com)

**Position will be filled based on requirements and candidate qualifications. Priority: Siksika Members, Indigenous Community, then others.**