

Employment Opportunity



Position: Administrations Operations Lead
Service Area: iitaisokinaapyoyis Healing Lodge
Location: iitaisokinaapyoyis Healing Lodge
Salary: Based on Education and Experience
Date Posted: December 5, 2025
Closing Date: December 12, 2025
Competition Number: IHL-01-12-04-25

POSITION SUMMARY:

The Healing Lodge is seeking a skilled and compassionate Administrative Operations Lead to oversee day-to-day organizational and administrative functions that support the Lodge's programs, staff, and community engagement. This role is responsible for managing office systems, financial processes, scheduling, reporting, and communication across departments to ensure smooth and culturally grounded operations. Working closely with Healing Lodge teams, the Executive Director, and community partners, the Administrative Operations Lead ensures that lodge activities reflect our values of respect, balance, and healing.

DUTIES & RESPONSIBILITIES: *Duties include but are not limited to:*

- Lead day-to-day administrative and operational activities
- Manage office systems, records, and data, ensuring accuracy, confidentiality, and accessibility
- Provide HR administration, including recruitment coordination, onboarding, and maintaining personnel files.
- Organize and maintain documentation for licensing, accreditation, audits, and funder reporting.
- Identify and support implementation of process and communication improvements.

MINIMUM QUALIFICATIONS:

Required Knowledge, Skills, and Abilities

- Strong knowledge of administrative and operational practices in health, social services, justice, or nonprofit settings.
- Knowledge of HR administration, employment standards, financial and workplace health and safety expectations.
- Excellent written and verbal communication skills, with the ability to prepare professional documents and digital content.
- Strong organizational, time-management, and multitasking abilities, with high attention to detail and accuracy.

Education and Experience:

Post-secondary degree in business/office administration, health administration, or human resources or a related discipline, or an equivalent combination of education and experience.

Minimum of five years' progressive experience in administration and operations, preferably in health, social services, or human services.

Experience in managing Human Resources and experience working with financial/office and HR systems.

Knowledge and/or familiarity of the Siksika Nation Financial Administrative Law and related compliance requirements.

Other:

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

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

EMAIL 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