

# Employment Opportunity



**Position:** Administration Operations Lead

**Service Area:** Healing Lodge

**Location:** Siksika Nation

**Salary:** Based on Education and Experience

**Date Posted:** April 27, 2026

**Closing Date:** Until position is filled

**Competition Number:** IHLC-01-04-27-26

## POSITION SUMMARY:

The Administration Operations Lead provides strategic and operational leadership for front-office systems, records, scheduling, workflow coordination, and day-to-day administration across SIHLRC. This role oversees administrative service delivery, supports organizational accountability, and ensures office operations align with professional standards and community-facing responsiveness. The position also supervises administration staff functions, including the Admin Specialist and HR Generalist reporting stream shown in the organizational model.

Applicants must demonstrate clear alignment with SIHLRC's vision, mission, values, and recovery-oriented approach, including Siksikaitsitapi teachings, Blackfoot cultural values, trauma-informed practice, harm reduction, and Recovery-Oriented Systems of Care (ROSC)

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

1. Lead administrative operations, workflow design, and office systems that support effective daily service delivery.
2. Oversee records, scheduling, correspondence, and document control with strong accuracy and confidentiality.
3. Supervise administrative staff and coordinate priorities across front-office and internal support functions.
4. Support leadership reporting, meeting logistics, and cross-department communication.
5. Maintain organized processes for forms, files, supplies, and administrative tracking systems.
6. Coordinate problem-solving for operational bottlenecks and support continuous improvement in office practices.
7. Uphold professional service standards that reflect SIHLRC values and community accountability.

## MINIMUM QUALIFICATIONS: Required Knowledge, Skills, and Abilities

- Minimum three to five years of progressive administrative or operations coordination experience.
- Experience supervising staff or coordinating office workflow is strongly preferred.
- Strong proficiency with records, scheduling, and administrative systems.
- Ability to manage confidential information with discretion and professionalism.
- Strong written and verbal communication across departments and stakeholders.
- Ability to support a culturally grounded and trauma-informed service environment.

## Education and Experience

Post-secondary education in office administration, business administration, or a related field, or equivalent experience.

## Professional Designation/Certification/Licenses:

Valid Alberta Class 5 driver's license.

Clear Criminal Record Check and Vulnerable Sector Check prior to employment.

## Other:

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

**Submit cover letter and resume to EMAIL**

[careers@siksikarecovery.com](mailto:careers@siksikarecovery.com) Please Quote **Administration Operations Lead** in the subject line. **CALL** 403-361-4583 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