

# YELLOWHEAD TRIBAL COUNCIL

P.O. BOX 3420, Morinville, AB T5R 1S3 **Sub-office:** #300 – 17403-105 Avenue Edmonton, AB T5S 2G8

## Employment Opportunity President, Yellowhead Tribal College

Under the general direction of the Yellowhead Tribal Council Executive of Chiefs (Education Board) and the Chief Executive Officer of the Yellowhead Tribal Council, the President of Yellowhead Tribal College is responsible for the development, implementation, and evaluation of a comprehensive framework that builds resiliency and excellence in Indigenous postsecondary education and fosters success among the College's students and communities by encouraging effective and efficient program and service delivery.

As the only First Nations postsecondary institution in Edmonton, Alberta, Yellowhead Tribal College serves students from across the prairie region in addition to a student body derived from the Yellowhead Tribal Council's four-member First Nations (Alexander First Nation, Alexis Nakota Sioux Nation, O'Chiese First Nation, and Sunchild First Nation). Offering a range of postsecondary certificate, diploma, and degree programs in language and culture, human services, environmental sciences, education, administration and governance, and foundational learning and upgrading, Yellowhead Tribal College provides a nurturing and culturally rich environment for its 250 students as well as a network of Elders, faculty, staff, lifelong learners, and professionals seeking knowledge and certification.

**PRIMARY DUTIES AND RESPONSIBILITIES:** The President of Yellowhead Tribal College will provide leadership, direction, and support to the academic and administrative staff of the College while working collaboratively with other units and initiatives of the Yellowhead Tribal Council to advance the organization's mission to serve its communities. The President works toward institutional sustainability and academic growth by cultivating external partnerships across the government, educational, and private sectors. The President manages funds and other resources effectively and efficiently within approved budgets and relevant policies and guidelines. A strong leadership instinct based on compassion and cross-cultural competency; strengths in financial management and communication; and a clear vision for the institution's future are all critical to the success of this position.

### **EMPLOYMENT REQUIREMENTS & QUALIFICATIONS:**

- A minimum of a Master's Degree (preferably in Education) and approximately ten (10) years of responsible management experience is preferred. A combination of post-secondary and comparable experience may be considered.
- Demonstrated leadership at a senior management level within a service-oriented organization.
- Strong working knowledge of community development practice, quality assurance systems development, and environmental issues impacting the delivery of services and programs.
- Demonstrated ability to develop relationships, lead projects, and work collaboratively.
- Demonstrated ability to manage senior staff.
- Proven track record of accomplishing objectives and being action-oriented.
- Well-developed strategic and communication skills.
- Demonstrated ability to manage numerous daily operational and administrative issues, coupled with the ability to create and conceptualize complex social frameworks for new operational processes or initiatives.
- Experience in the analysis of complex political/social systems and partnership frameworks, along with a proven ability to use qualitative data sources and systems in problem-solving and solution design; and in keeping, the ability to project the implications of prescribed solutions, select appropriate strategies and then develop operational action plans.
- Experience in proposal writing for grants and other available funding sources to ensure continued funding for the operations of the College.
- Experience in the interpretation of legislation and policy for a wide range of stakeholders and applications.
- Ability to meet strict timelines for program and policy responses for inquiries and budgets.
- Experience in the interpretation of Federal and Provincial Post-Secondary education legislation and policy, including elementary/secondary.

**SALARY:** To be determined based on qualifications. Applicants will be screened based on qualifications.

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**Please submit your curriculum vitae along with a cover letter and three (3) professional references to the following:**

**EMAIL:** [joy.sandy@ytcadmin.ca](mailto:joy.sandy@ytcadmin.ca)  
**MAIL TO:** Joy Sandy, Human Resource Officer  
Yellowhead Tribal Council  
201, 17633-114 Avenue  
Edmonton, AB T5S 2R9  
**FAX:** (587) 524-0181

**DEADLINE TO APPLY: JUNE 30, 2023**