



Relief Centre Manager

About NNTC:

The Nlaka'pamux Nation Tribal Council (NNTC) is a governing entity of the Nlaka'pamux Nation. NNTC works to protect and advance Nlaka'pamux title and rights. In the process of decolonization, NNTC is instrumental in the exercise of Nlaka'pamux jurisdiction including shared decision making with other levels of government ensuring decisions impacting our people, land, and resources are in our best interests. NNTC has associated incorporated entities including companies doing work in relation to archaeology, environment, wildlife, construction, and solar power. NNTC is principled, disciplined, and a leader in innovative change.

This Opportunity:

In this role, the Relief Centre Manager will be responsible to address urgent and short-term food security strategies and leading the development and implementation of a coordinated and centralized approach to food and supply accessibility for affected communities, individuals, and families.

About the Job:

This is a Full-Time role based in Lytton, BC, and includes paid vacation, an extended benefit plan, and a defined contribution pension plan. The Relief Centre Manager will provide oversight in the daily operations of the Relief Centre, including supervision of staff. Key responsibilities of the role include:

- Lead implementation of endorsed Relief Centre proposal(s) and budget(s), coordinating with the Project Manager and other resources as needed.
- Develop and maintain relationships with key agencies and organizations integral to food supply and transport throughout all seasons and circumstance.
- Develop and implement an operational plan and budget.
- Manage all logistics and scheduling for staff to ensure efficient and safe daily operations.
- Support the ordering and shipping of food and goods for all food access points, and delivery to each community.
- Inventory management including the tracking and ordering of both food and supplies as required while following the budget and maintaining cost control.
- Ensure timely and accurate collection and input of data and provide analysis to improve the outreach of the program and for reporting purposes.
- Develop and implement a continuous improvement process.
- Provide front-line support as required.

You are a good fit for this role if you have:

- **A diploma or degree in business administration or management, or other equivalent education, training, life, and work experience.**
- **A deep appreciation and respect for the Nlaka'pamux values and community needs.**
- **Knowledge and experience in inventory management.**
- **Proficient computing skills using MS office, and other relevant software.**
- **Great people skills and ability to develop rapport and trust easily with others.**
- **Knowledge of trauma-informed approaches.**
- **Food Safe certification.**
- **SuperHost customer service training.**
- **Valid BC Driver's License and reasonable driver's abstract.**
- **Previous experience in food security, food safety or food management.**
- **Supervisory or management experience.**
- **An ability to provide a clear criminal record check – vulnerable sector.**

Assets:

- **First Aid certification**

Compensation:

- **\$66,300 per year**

Application Process:

Does this sound interesting to you? If so, NNTC welcomes all applicants to submit a resume and cover letter highlighting how your experience and qualifications are a fit for this exciting opportunity at spedlar@nntc.ca by April 24, 2024. Please note the role you are applying for in the subject line of the email.

Please see the NNTC website to view the job description for this role.

NNTC thanks all applicants in advance; however, only applicants selected for an interview will be contacted. We welcome applications from all interested applicants; however, preference will be given to Nlaka'pamux and other Indigenous applicants.