



Executive Director

(full-time, permanent position)

The Faculty Association of the University of Northern British Columbia seeks an Executive Director effective 1 June 2026.

The University of Northern British Columbia (UNBC) is one of Canada's best small research-intensive universities. Its largest campus is in Prince George on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape of north-central British Columbia. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. Unionized under the Labour Code of British Columbia and registered under the Societies Act, the UNBC-FA represents approximately 400 full-time professors, Senior Instructors, Senior Lab Instructors, Librarians, and sessional instructors.

Reporting to the President of the UNBC-FA, the Executive Director supports the executive, committees, and members of the association and ensures the smooth and efficient administration of the association office. Primary responsibilities of the Executive Director include office management; communication with and service to members; working closely with the Treasurer to manage the association's finances and funds; filing and recordkeeping; research and data compilation; support to and participation in collective bargaining, grievance handling, and arbitration; supervision of the association's staff; and liaison with university administration, other faculty associations, and relevant provincial and national bodies. The Executive Director serves as a member of several association committees including the Negotiating Committee.

Preferred qualifications for this position include a degree in a relevant field or equivalent years of experience; experience in grievance handling and collective bargaining; experience in an association or union environment; ability to communicate effectively and professionally; excellent judgment and conscientiousness; ability to deal discreetly with highly confidential matters; awareness of and familiarity with faculty association and university environments; knowledge of relevant provincial and federal laws and codes; experience supervising staff; and customary skills in office administration.

This is a full-time permanent position (35 hours per week). Salary will be commensurate with qualifications and experience. The UNBC-FA welcomes applications from members of historically disadvantaged groups including but not limited to Indigenous people, people with disabilities, members of racialized minorities, and women.

Interested candidates should forward applications comprising a covering letter, curriculum vitae, and the names and contact information of two references to:

Dr. Paul Siakaluk, President, UNBC-FA
University of Northern British Columbia
3333 University Way
Prince George BC V2N 4Z9
paul.siakaluk@unbc.ca

*Applications received on or before 27 February 2026 will receive full consideration;
however, applications will be accepted until the position is filled.*

Please note that only candidates considered for an interview will be contacted. For more information on the UNBC Faculty Association, please visit: www.unbcfa.ca