

SACRED WOLF FRIENDSHIP CENTRE



145A-8950 GRANVILLE ST
PO BOX 2041
PORT HARDY, BC
V0N 2P0

Tim Deadman
Acting Executive Director
email: edswfc@telus.net
Ph: 250-902-0552

EMPLOYMENT OPPORTUNITY: Permanent 1 FTE

Sacred Wolf Friendship Centre is currently seeking to fill a full-time position for an Executive Director

Hours: 35 hours/week **Salary:** Based on education and experience **Start date:** As soon as possible

Directly accountable to the board of directors, this position is responsible for the overall success of program delivery, the development, planning, implementation and evaluation of programs that respond to the needs and aspirations of urban Aboriginal people. The Executive Director will also ensure that all expenses align with the contract funds, programs delivered are in compliance with contracts, and ensure adherence to the accepted policies and procedures manual. This position will be responsible for supervising the Program Director and will assist in financial management and reporting for the organization. The Executive Director participates in facilitation, leadership development, mentorship, community development that strengthens the lives of Aboriginal people in a positive manner.

Duties Include but not limited to:

- Organizational Management: Governance, Administrative, Financial, Fiscal, Legislative Interpretation and adherence
- Coordinate Community engagement for strategic planning, board meetings, community meetings, General meetings, membership meetings, etc.
- Complete and submit proposals and corresponding reports
- Participate on collaborative committees
- Engage community partners for collaboration
- Host community-wide dialogues, events, meetings, etc.
- Policy development as needed
- Supervise staff as needed, direct supervisor for Program Director

Qualifications/skills:

Minimum undergraduate degree In Humanities, Social Sciences or Social Work

Class 5 drivers' licence, Own transportation

Familiarity with Microsoft Office: word, excel and publisher

Strong ability to develop service plans and work plans

Abundance of experience working with aboriginal families and aboriginal communities and MCFD

Ability to maintain confidentiality

Good understanding of the Friendship Centre Movement, non-profit management, Societies Act

Willing to complete a criminal record check through the Ministry of Justice and RCMP

For a detailed job description, please call or email the acting Executive Director.

Please submit resume and cover letter with three references to: Tim Deadman at edswfc@telus.net by March 29, 2019 at 4:30pm. Note* please be sure to say "Executive Director Resume" in the subject line of the email.