

EXECUTIVE DIRECTOR

FULL TIME PERMANENT POSITION

The Executive Director is responsible for ensuring the resources of the organization are administered responsibly in accordance with the operational needs, goals and policies of the Centre. The ideal candidate will have:

- A commitment to the mission and goals of the organization
- An advanced degree, preferably in social work, counselling, psychology or education
- An understanding of the social/cultural dynamics contributing to sexual violence
- An understanding of the impacts of trauma and trauma recovery therapy
- An understanding of issues in healing for survivors of sexual violence
- Experience in counselling and case management
- Experience in program development, management and evaluation
- Experience working with a board
- Experience in managing a budget
- A collaborative leadership style
- Excellent written and oral communication skills
- Good organization and time management skills

CLOSING DATE: FEB 1, 2019

START DATE: MARCH 25, 2019

Please send cover letter and resume to:

The Hiring Committee

admin@peirsac.org

DETAILED JOB DESCRIPTION

LEADERSHIP

- Participate with Board in developing a vision and strategic plan to guide the organization
- Identify and inform the Board of internal and external issues that affect the organization
- Act as a professional advisor to the Board on all aspects of the organization's activities
- With chair of the Board, act as a spokesperson for the organization
- Represent the organization at community activities to enhance the organization's community profile

PROGRAM MANAGEMENT

- Ensure that the operation of the organization meets the expectations of clients, board and funders

- Ensure that the programs and services offered contribute to the organization's mission and reflect the priorities of the Board
- Oversee the planning, implementation and evaluation of the organization's programs and services
- Draft policies for approval by board, review existing policies and recommend changes to the board

HUMAN RESOURCE PLANNING AND MANAGEMENT

- Determine staffing requirements for organization
- Oversee the implementation of human resource policies, procedures and development of job descriptions for all staff
- Recruit, interview, select and orientate staff
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations
- Oversee the performance of all staff

FINANCIAL PLANNING AND MANAGEMENT

- Work with Board and staff to prepare a comprehensive budget
- Work with Board to secure adequate funding
- Identify funding opportunities
- Ensure sound bookkeeping and accounting procedures are maintained
- Administer funds according to the approved budget and monitor cash flow of organization

COMMUNITY RELATIONS

- Communicate with funders to keep them informed of organization's activities
- Establish good, collaborative working relationships with community groups and other organizations to help achieve the goals of the organization

OFFICE MANAGEMENT

- Oversee efficient and effective day to day operation of the organization
- Ensure that private information of clients and personnel are securely stored and privacy/confidentiality is maintained