



Sasamans Society

Employment Opportunity

Summary

Sasamans Society is seeking a full-time Executive Director. This person is accountable to the Board of Directors as a whole, for developing and maintaining a resource driven, efficient and effective organizational structure that enables an externally focused, continuously improving, and results-driven organization. The Executive Director serves as a visible point of contact for all Society affairs.

Key Duties and Responsibilities

- Planning, organizing and structuring of the organization,
- Ability to manage multiple budgets and work with data entry bookkeeper
- All related activities regarding human resources,
- Directing and controlling all outcomes of the organization,
- Reporting to the board on a regular basis,
- Collaborating with the appointed Auditor to prepare the yearend financial report for the AGM,
- Adhering to cultural protocols and practicing respectful community engagement.

Knowledge and Abilities

- Solid understanding of the current Ministry of Child and Family Development services and Child Welfare issues that impact our Aboriginal families,
- Demonstrated working knowledge of Aboriginal community-based programs and services, funding sources, and community relations,
- Demonstrated facilitation and presentation skills,
- Demonstrated successful proposal writing skills,
- Demonstrated ability to work with a board of directors and the not for profit sector and understand the NEW Society Act/Bylaws

Qualifications

- Undergraduate degree in related field of study OR the equivalent combination of education and experience,
- Three to five years of related experience in senior management, community development and child welfare care issues,
- Demonstrated financial management skills at senior management level,
- Experienced in planning, organizing, communications, partnership building, organizational policy and procedures,
- Public relations and excellent written and oral communication skills,
- Ability to problem-solve, think strategically and identify creative solutions,
- Strong computer literacy skills,
- Must be able to provide a clear criminal record check.

Salary to commensurate with experience.

Job posting open until position filled.

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry.

Please send cover letter, resume and two work reference letters attention:

Sasamans Society Interview Committee

at reception@sasamans.ca and/or

680 Head Start Crescent, Campbell River, BC V9H 1P9

Only those shortlisted will be contacted for an interview.