



10051-100th Avenue
Fort St. John, BC V1J 1Y7
P: (250) 787-1121 F: (250) 787-7333

Position Title: Executive Director

Reporting to: The Board of Directors

The Fort St. John Women's Resource Society was created in 1981 with its mission of promoting equality and well-being for the women of the community through education, advocacy, and social justice. The Society promotes awareness regarding violence against women with rigorous campaigns and events as well as community workshops and information sessions pertinent to its residents. The Society also provides transition housing for women fleeing abusive relationships, legal advocacy, and has an outreach center for those in need.

Position Summary:

The Executive Director (ED) is a dynamic and community-oriented leader who will guide the organization's consistent achievement of its mission through effective programming, community engagement and collaboration with the Board of Directors. The ED is responsible for the overall operations, fund development, financial management, programming, staff management, facilities management, human resources, and services to support the women of our community, under the policy direction of the Board. The ED will also implement and participate in establishing the high-level strategic direction of all the operations of the organization, while serving as the primary spokesperson and taking a lead role in representing the organization throughout the region.

Key Responsibilities:

- Provide leadership and direction in the development, management, implementation and evaluation on all aspects of the operations of the organization
- Represent, implement and support the vision and mission of the Society in the community and at all levels of government.
- Carry out plans and policies as authorized by the Board
- Supervise, direct and coach staff and volunteers
- Recruitment, employment and release of all personnel
- Ensure that job descriptions are developed, regular performance evaluations held and comprehensive human resource practices are in place
- Maintain a climate that attracts, keeps and motivates a diverse staff of top- quality people
- Promote dynamic and broad participation by volunteers in the organization's work
- Ensure that the Board is kept fully informed on the condition of the housing and important factors affecting it
- Maintain official records and documents, ensure the filing of all legal and regulatory documents and ensure compliance with applicable laws (including charitable/non-profit taxation laws), regulations and bylaws
- Develop purposeful and effective programming for providing direct client service and community development and coordinate long-term program planning, as per the organization's mission and vision.



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Qualifications and Experience:

- Comprehensive understanding of women's issues and the impact and dynamics for staff working in this field
- Program operation experience working with women/families in crisis
- Experience in proposal writing, grant applications and funding requests
- Ability to manage and supervise staff and volunteers under stressful circumstances
- Experience in financial management experience in a non-profit organization
- Strong leadership skills, self-awareness and confidence to work in a energetic environment
- Excellent oral and written communications skills

Education:

- Degree in a related field, with at least 2 years prior experience preferably as an Executive Director at a non-profit organization.

Please forward resumes and cover letters in confidence to: Fort St. John Women's Resource Society

VIA:

MAIL

Attention: Personnel Committee
10051 – 100th Ave.
Fort St. John, BC. V1J 1Y7

Or:

EMAIL

Hiring.fsjwrs@gmail.com

BY: Friday, February 22, 2013 at 5:00 pm

Thank you for your interest in this position, however, only those candidates selected for interviews will be contacted.