



Tansi Friendship Centre Society Employment Opportunity EXECUTIVE DIRECTOR

The Tansi Friendship Centre Society is seeking an experienced individual for the position of Executive Director. This is a senior management position responsible for the overall administration of the organization and reporting directly and accountable to the Board of Directors. The ED will be responsible for administering the programs, including monitoring and being responsible for the financial management of the organization; supervising Centre staff ensuring Personnel Policy is adhered to; preparing proposals, maintaining close liaisons and building positive relationships with federal, provincial, municipal, Aboriginal and local agencies.

KEY PRIORITIES:

- Oversee operations, providing leadership and direction for new initiatives and programs, ensuring all legislative requirements and policies are met;
- Establishes and maintains effective relationships with funding agencies and community groups;
- Identifies potential sources for funding and secures resources needed to diversify;
- Manage all staff and human resource functions and ability to maintain a team environment and ability to work independently;
- Ensure resources are in place to assist employees with the development and implementation of programs designed to respond to the needs of the community, primary the Urban Aboriginal community.
- Responsible to write proposals, negotiate and manage contracts, evaluate programs.

QUALIFICATIONS:

- Diploma or Degree in Human Services, Public Administration or equivalent combination of education and experience working in a non-profit agency.
- Knowledge of legislation, practices, standards and policies that guide the delivery of social, cultural, recreational, educational and health services to urban aboriginal peoples;
- Experienced leader able to manage, evaluate and develop employee skills;
- Demonstrated expertise in financial management, controls expenditures and financial systems, working within approved budgets;
- Excellent presentation, public relations, oral, written and interpersonal communication skills
- Represent the organization, attending community partner and inter-agency meetings;
- Proficient computer skills in MS Office.
- Strong time management skills
- Knowledge of Aboriginal history, culture and organizations;
- Knowledge of regulatory or legal requirements;
- Must undergo an enhanced criminal records check;
- Have a valid BC Drivers and reliable vehicle.

Submit your resume, references, and cover letter in person, mail or email Attention: Tansi-Hiring Committee 5301 South Access Road PO Box 418, Chetwynd, BC V0C 1J0, Fax: (250) 788-2353 or e-mail: executivedirector@tansifcs.com.

We thank all candidates for their interest and regret that only those candidates who are short listed for interviews will be contacted. Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal Ancestry.

Open until position filled.