



Conayt Friendship Society Employment Opportunity

Executive Director

Conayt Friendship Society Mission Statement

To Improve holistically the quality of life, cultural distinctiveness and strengthening of friendship and cooperation between First Nations/Aboriginal and non-Aboriginal people in the Nicola Valley.

The CFS is a registered non-profit community based organization located in downtown Merritt B.C. The Society has a longstanding commitment *“To Improve the Quality of life and adjustment to urban life for Indigenous people”*. The CFS is governed by eight (8) Board of Directors elected from the membership at large. The mandate of the CFS is to build community bridges, increase awareness and support the retention of Indigenous culture. The CFS programs and services address individual and family issues, build a positive community image and initiate activities that foster community support and participation.

The Conayt Friendship Society (CFS) is looking for highly qualified and motivated individual for the position of Executive Director. The Executive Director is accountable to the CFS Board of Directors. The Executive Director administers the day to day business of the CFS services and programs. The position requires a creative individual who provides leadership, to staff, volunteers and community partners. Representing the CFS the Executive Director will maintain a visible profile and active role in the community to insure the Society’s Goals and membership needs are maintained, identified and addressed.

The ideal candidate will be a proven Indigenous Leader and have a history of strong leadership in program planning, community and organizational development; broad experience providing operational, administrative, financial, policy and human resource management; and a record of capacity building, fundraising and sustaining effective partnerships with stakeholders at the local, regional, provincial and national levels.

The successful candidate will possess senior management experience within a community service organization and a comprehensive understanding of the issues facing the diverse Indigenous community. The successful candidate will have a minimum of an undergraduate degree in a relevant discipline (Public Administration, Business Management); and or a work history that would show experience and the abilities needed to manage a non-profit organization with a demonstrated ability to work with a Board in a governance structure to support and implement the values and decisions of a Board; and have strong communication and interpersonal skills.

The successful applicant must pass a Criminal Record Check (must be bondable); have a valid BC Driver’s License with a driver’s abstract. As per Section 16 of the Federal Charter of Human Rights Act, preference will be given to applicants of Aboriginal Ancestry.

We thank all individuals for their interest, however, only candidates selected for interviews will be contacted. No telephone calls please. Only those candidates selected for an interview will be contacted.

Closing Date: Friday, May 10, 2019 at 5:00 pm

Please submit a cover letter and resume to:

Attention: Board of Directors
Conayt Friendship Society
2164 Quilchena Ave.
PO Box 1989, Merritt, BC V1K 1B8
Phone: (250) 378-5107 Fax: (250) 378-6676 E-mail: reception@conayt.com