

Brantford Regional Indigenous Support Center

A non-profit organization dedicated to *empowering urban Indigenous peoples* is accepting applications for a 5 month contract position with possibility of extension

Executive Director

Closing Date: Friday, February 4, 2019 at 4:00 pm

JOB SUMMARY:

The Executive Director, as the agent of the Board of Directors, serves as a champion of the Vision and Mission and promotes an environment that is consistent with the Brantford Region Indigenous Support Centre vision and values.

The Executive Director administers all aspects of the Centre's operations ensuring that the strategic objectives of the Centre are being met in the day-to-day operation of the programs.

The Executive Director will develop extensive proposals to acquire funding for the delivery of coordinated services/supports to the Indigenous community that align with implementing Board policies and procedures.

QUALIFICATIONS:

- Thorough knowledge and proficiency in program development, delivery, and evaluation.
- A minimum of 5-years successful history of budget negotiation and management, program administration and financial development.
- 5 years' experience with progressive management responsibility in community health or social services.
- Demonstrated ability to work effectively in an inter-professional team environment.
- Demonstrated commitment to and knowledge of community participation and community-based programs.
- Excellent communication, interpersonal and leadership skills.
- Proven ability to establish and maintain productive relationships with community-based organizations, a board of directors, and government agencies.
- Sound knowledge and application of human resource management and accounting policies and principles.

EDUCATION:

- Master's level degree from an accredited university in business, public, or health administration, or human services or a combination of an undergraduate degree with equivalent experience.

TO APPLY:

Please send a cover letter, resume and references to the attention of the Executive Director no later than 4:00 PM Friday, February 4, 2019 to: ramirter@gmail.com

Brantford Regional Indigenous Support Center

We thank all candidates for their interest and regret that only those candidates who are short-listed for interviews will be contacted. The Brantford Indigenous Service Center hires on the basis of merit and is committed to employment equity. Preference will be given to persons of Aboriginal ancestry as per Section 16(1) of the Canadian Human Rights Act.