

BC SOCIETY OF TRANSITION HOUSES JOB POSTING

Director of Programs

Full-time position in Vancouver, BC

The BC Society of Transition Houses (BCSTH) is a non-profit umbrella organization that provides support to Transition, Second and Third Stage Houses, Safe Homes, PEACE (Prevention, Education, Advocacy, Counselling and Empowerment) and Violence is Preventable (VIP) programs and associated organizations supporting the needs of women, youth and children who experience violence. BCSTH works from an intersectional feminist framework incorporating a critical lens to the systems of power. BCSTH is a member-based organization and we exist in order to train and support the vital front line services that our members provide and to advocate and ensure that their experience and expertise informs the government and the public. BCSTH began with 6 members in 1978, and today supports 104 members that offer over 200 programs. Our goal is to support our members and amplify their voices and work collaboratively to end violence against women, children and youth.

The BCSTH Team is currently seeking a full-time Director of Programs for a one year term with possibility of renewal. The Director position would be part of the management team at BCSTH.

POSITION SUMMARY:

1. The Director of Programs will assist the Executive Director in the management, development, delivery and evaluation of all aspects of BCSTH's programs and projects. This position is expected to provide leadership and direction within the organization, with a specific focus on providing support to our member program organizations including program support, policy and practice development and coordination of our members.
2. BCSTH's mandate also involves educating the public including government bodies and the Director of Programs will assist the Executive Director in the research, development, coordination and delivery of public education and prevention activities.
3. The Director of Programs will participate in the development and implementation of the BCSTH Team's strategic plan, operation's plan and work plans and supervise BCSTH colleagues engaged in the program/project portfolio.

KEY RESPONSIBILITIES:

1. Program/project development, delivery, management, coordination and evaluation.
2. Relations with member program organizations focused on member program support, policy and practice development, regional and provincial coordination.
3. Community and Government relations.
4. Grant and Fund development.
5. Staff supervision.
6. Operational planning and implementation.
7. Administration.



QUALIFICATIONS:

- ◆ Demonstrated understanding of, and commitment to, preventing violence against women along with a clear understanding of feminist and anti-oppressive analysis of violence against women.
- ◆ Knowledge and experience of the anti-violence/women's services sector. Experience working within or as a support for transition, second and third stage houses, safe homes, PEACE or VIP programs is desirable.
- ◆ Understanding and experience of working for non-profit organizations, including those providing frontline services and/or those providing sectoral support as an umbrella membership association.
- ◆ Experience in any of the following areas is desirable: program and project development, delivery, management, coordination and evaluation; research and policy analysis; practice and policy development and implementation; membership support and coordination; supervision; grant writing; budget preparation; training delivery; legal and social justice issues; training delivery (in person and on line).
- ◆ Minimum Bachelor's degree in social science, law, human services or related discipline.
- ◆ Minimum of five years of program/project management, training experience and strong supervisory skills.
- ◆ Ability to budget, manage finances and cash flow. Knowledge of non-profit accounting procedures and generally accepted accounting principles for non-profits.
- ◆ Excellent public speaking skills, able to facilitate and participate in panels at conferences, deliver presentations and workshops, conduct focus groups, regional meetings and trainings, and speak to key stakeholders.
- ◆ Demonstrated ability to develop, implement and evaluate programs and projects.
- ◆ Competent in computer software: Access, Excel, Word, Power Point, Outlook and expertise in online training and webinar platforms and telephone/web based conferencing systems.
- ◆ Excellent writing and communication skills.
- ◆ Ability to work flexible hours is required, the position will require travel and overnight stays.
- ◆ This position would suit a person who is self-motivated, has excellent interpersonal skills, strong analytical and innovative problem-solving skills, a constructive, encouraging attitude and a good sense of humour.
- ◆ Criminal Record Check is required.

HOW TO APPLY:

For more information about the position and BCSTH, please review the Director of Programs job description and visit our website: <http://www.bcsth.ca/>.

Please email your cover letter and resume to Amy S. FitzGerald, Executive Director, amy@bcsth.ca by **5 pm on Friday May 31st, 2019**.

We would like to thank all applicants for their interest in this position, however only applicants who are shortlisted for an interview will be contacted.



General Overview of the Position

The Director of Programs (DP) will assist the Executive Director (ED) in the management, development, delivery and evaluation of all aspects of the BC Society of Transition Houses (BCSTH) programs and projects. The DP will participate in the development and execution of the strategic plan, operations plan and work plans with a focus on the program/project portfolio. This position is expected to provide leadership and direction within the organization with a specific focus on the development and coordination of BCSTH programs/projects and provide program support and coordination of our member program organizations.

The DP is expected to provide leadership in the area of member program support and policy and practice development for Transition, Second and Third Stage Houses, Safe Homes and PEACE and VIP member program services. This position will be involved in policy and advocacy work on behalf of the organization and our member program organizations. The DP is expected to carry out the work of the BCSTH to achieve the overall mission and the strategic plan for the organization as established and approved by the Board of Directors.

Job Description and Key Responsibilities

1. Direction and Leadership of Programs

- As determined by the ED, direct and supervise related programs, projects, policy and practice work related to the program/project portfolio.
- Contribute towards building a collegial workplace culture that encourages teamwork, cross-training and peer support.
- Provide supervision to specific staff as directed, including regular, dedicated supervision times, ongoing direction, support and annual performance reviews.
- Respond to individual members' requests for information and other support regarding BCSTH programs, projects, front line practices, policies and policy templates, and resources regarding violence against women, children and youth.
- Provide timely and effective reports to funding bodies as required.
- Manage all program and project budgets that are overseen by this position.
- Initiate and oversee evaluations on programs and projects.
- Prepare public awareness and prevention statements, reports, backgrounders and other written material on issues relevant to the work and program/project portfolio of BCSTH.
- Respond to inquiries from members, government funders, partners and the public about issues related to programs, projects, policies and practice, public awareness and prevention relating to violence against women, children and youth.
- Provide leadership through program/project support and development, policy and practice development on violence against women, children and youth issues, including anti-oppressive practice, for staff and member program organizations.



- Establish and maintain effective relationships with stakeholders including government contract managers and other funders.

2. Relations with Member Organizations

- Provide timely, effective support, information and resources to the BCSTH member program organizations and in particular the BCSTH transition housing portfolio.
- Develop and provide regional and provincial coordination to BCSTH member program organizations through in person meetings, conference calls and webinars.
- Maintain and communicate with members program organizations through listserv, newsletter and email distribution systems.
- Remain current on emerging issues and trends in front line program support, policy and practice development, training, education, public awareness and prevention in the field of violence against women, children and youth and related issues relevant to our member program organizations.
- Keep BCSTH staff informed about member program organization's needs and emerging issues amongst BCSTH member programs.
- Advocate on behalf of the Society and our member program organizations to government and other public bodies about programs, projects, policies, practice and public awareness issues relating to violence against women, children and youth.
- Represent BCSTH on committees, advisory and working groups as directed by the Executive Director and that align with BCSTH's operational and strategic plans.

3. Relations with Community and Government

- Provide leadership and promote issues related to violence against women, children and youth and the program/project portfolio.
- Participate in the development of provincial policies, legislation and procedures related to programs/projects, policy, practice, public awareness and prevention that affect women and their children impacted by violence against women.
- Develop and maintain relations with community and government partners and stakeholders.
- Advocate on behalf of BCSTH and its member program organizations to government and other public bodies regarding issues relating to programs, projects, policies, practice, public awareness and prevention regarding violence against women, children and youth.
- Lead and assist with grants for new and existing programs and projects.
- Provide the public with program and project information, public education and prevention information and referrals that relate to BCSTH member programs.

4. Operational Planning and Implementation

- With the Executive Director, develop policies and procedures that will guide the day-to-day program operations of BCSTH.
- Deliver on program and project outcomes outlined within the time frame listed.



5. Administration

- Assist in supporting the administrative operations and function of the office.
- Maintain program and project files.
- Ensure that financial protocol and procedures are followed.