



Job Posting: Executive Director Golden Women's Resource Centre

Published: Wednesday January 31, 2024

Location: Golden, British Columbia

Term: Ongoing

Compensation: \$34/hour + benefits

Hours: 30 – 40 hours/week – hours vary according to funding. With anticipated organizational growth, the hours will be increasing.

About Us

Mission

To provide direct services and support to women and girls promoting their safety, empowerment and equality. Through collaboration, education and advocacy we inspire community commitment to change.

Inclusion Statement

All women welcome (trans and cis), as well as genderqueer and non-binary people who are comfortable in a space that centres on the experiences of women.

The Golden Women's Resource Centre (GWRC) is a grassroots non-profit BC Society that has been an important part of Golden and surrounding area since 1978. For over 45 years, this organization has worked hard to provide support and services promoting the empowerment, safety and equality of women and girls. The GWRC has evolved over time as it has responded to the needs of the community and has taken the lead on a variety of initiatives that focus on positive social change as well as addressing pressing social issues. The GWRC works collaboratively within the community to coordinate projects that support their mission, but also to ensure that the experiences of their clients and members are considered in community decisions. Currently, the GWRC is experiencing substantial growth as it expands into new service areas while continuing with existing programming.

Visit www.goldenwomencentre.ca for more information about who we are and what we do.

The Golden Women's Resource Centre is recruiting a new Executive Director to lead the organization as it navigates through a period of significant growth and change. This dynamic role is a unique opportunity for a creative and compassionate professional who can bring together their vision, experience, and passion for social justice, build on the success that exists and lead the centre in future endeavors while cultivating the support and inclusivity we have always stood for.

Executive Director Key Duties and Responsibilities

Leadership & Human Resources

- Foster leadership and effective communication between the board, staff, volunteers, the membership, community partners and the community at large.
- Promote and foster a productive and supportive work environment.
- Leads an organizational culture that is culturally safe and ethical which attracts, retains, and motivates employees to contribute to the successful delivery of programs and services
- Be the staff contact for day-to-day problem solving, team-building and addressing staff issues and concerns.

- Coordinate hiring.
- Supports the success of others through collaborative, relationship-based leadership.
- Provides information to and recommendations/ presents proposals and plans to the Board for review, discussion, and approval.

Administration

- Administer and provide oversight of the Society's organizational responsibilities and ensure contractual obligations are fulfilled.
- Oversee and participate in grant writing ensuring all application deadlines and reporting deadlines are met. Seek new funding sources on an ongoing basis.
- Ensure the Golden Women's Resource Centre is in compliance with relevant requirements.
- Facilitate research, planning, development, implementation and evaluation of programs and services.
- Coordinate and participate in the formulation and development of new or revised policies, procedures, strategic plans, goals, new program proposals, directions or initiatives.

Financial Management

- Develop, manage the Society's budget and administer funds accordingly.
- Maintain financial records and work directly with the bookkeeper and accountant. Provide monthly financial updates to the board.

Accountability

- Adhere to the policies and procedures of the organization.
- Participate positively and productively as part of a team with board, staff, contractors and volunteers.
- Communicate complete and accurate information to the board, staff, contractors (including funders) and volunteers.
- Provide regular reports to the board on the state of and progress of the organization.
- Assist the board in meeting established goals and objectives of the Strategic Plan and of the Society.
- Promote the unique role of GWRC in our community and society in general.
- Establishes and maintains healthy and professional connections with funders, government representatives, local service providers and community partners.
- Oversees and ensures risk management policies and procedures and insurance are sufficient to protect the agency, employees and/or volunteers from liability and other claims.
- Uphold a positive image of the Golden Women's Centre Society.

Qualifications

- Relevant education and/or work experience
- A feminist perspective as well as an understanding of sexism and gender-based violence, and how these are perpetuated within systems and society.
- Gender and sexual identity awareness and cultural awareness.
- Familiarity with the non-profit sector.
- Ethical, trustworthy, respectful, friendly, patient, approachable and empathetic.
- Strong networking, organizational and problem-solving skills.
- Group facilitation skills as well as presentation skills and ability to conduct meetings.
- Motivated to keep all internal communications healthy, respectful, productive and confidential.
- Willing to work as part of a team towards the fulfillment of organizational objectives.
- Self-motivated and results oriented.



- Adaptable, flexible and able to manage time and stress effectively.
- Ability to make time for self-care.
- Creative thinker who fosters creativity in others.
- Exceptional communication and listening skills.
- Ability to motivate others and lead by example.
- Ability to effectively manage conflict.
- Strong financial management skills.
- Computer skills – proficient with all MS Office programs, data input, social media, web applications, internet use and email.
- Willing to work flexible hours when required.
- The selected candidate must consent to and receive a satisfactory completion of a criminal records check to work with vulnerable populations.

Timeline & How To Apply:

- Interested applicants must submit a cover letter, resume and references to Courtney Allen, Chair of the Board of Directors at courtsallen@yahoo.ca
- We encourage interested individuals to apply as soon as possible.
- Interviews will begin mid- February 2024
- The hiring committee will continue accepting applications until an excellent candidate is found.