



Fireweed Collective Society

Fort St. James, BC

Job: Executive Director

Hours of work: 35 hours per week, M-F: some flexibility needed and provided, relocation assistance available

Closing Date: Until filled

Start Date: Negotiable

Salary – Range \$29.50 to \$41.00 per hour, commensurate with experience, benefits available

ABOUT FIREWEED COLLECTIVE SOCIETY: Our non-profit society provides a safe and secure Transition House for women, with or without children, who are experiencing violence. Our team helps empower women by recognizing and respecting their individual strengths and offer safe, supportive, non-judgmental, culturally appropriate environment where women can make their own decisions. Fireweed also provides Second Stage housing for women who are working towards self-identified goals and are provided longer term housing with additional support. The Society also provides outreach and women's wellness services. Fireweed Collective Society is a registered charity under the CRA.

EXECUTIVE DIRECTOR JOB DESCRIPTION:

Under the direction of the Board of Directors, the primary responsibility of the ED is to manage the affairs of the Fireweed Collective Society, as outlined below.

Board:

- protect the Board from liability
- ensure that the Board is at all times meeting its fiscal responsibilities
- organize Board meetings and assist Board members in fulfilling responsibilities
- keep the Board fully informed in a timely manner so that they are able to make rational and considered decisions
- assist in organizing strategic planning as directed by the Board
- seek decision-making by consensus
- engage in the recruitment, and training of Board members as needed

Society:

- ensure compliance with the Societies Act, the CRA regulations for registered charities, and other laws pertaining to the day-to-day operation of the programs
- understand the philosophy, mission, constitution, and by-laws of the Society, and ensure programs and enterprises reflect those goals
- monitor the policies and procedures to ensure they are being implemented, reflect the Society's mission and goals, and are updated as needed

Leadership

- organize ongoing professional learning across the Society
- encourage and support self-care, debriefing, and healthy work-life balance
- deal with conflicts in an open and positive manner
- put aside personal positions when compromise is necessary

Contract Management

- maintain professional working relationships with contract providers
- engage in oversight of all contracts
- manage the service delivery of all contracts in compliance with contract guidelines
- engage in the hiring, supervision, and dismissal of all contract employees, but not of their employees

Community Liaison

- be the public face of the Society in such a way that it reflects its missions and goals
- represent the Society at community meetings and events as needed
- maintain regular contact with service providers and leaders in surrounding Indigenous communities
- identify gaps in services relevant to the Fireweed mandate and communicate with involved agencies as needed

Development projects

- ensure all projects undertaken by the Society are approved by the Board
- seek Board approval prior to grants being submitted on behalf of the Society
- inform the Board of progress on a regular basis
- implement projects, including budget oversight, personnel, and reporting to involved agencies and the Board

POSITION SUMMARY: Fireweed is seeking an exceptional, inspiring, and committed Executive Director to manage, lead and continue the positive development of the organization. We are looking for someone who is deeply committed to supporting all women and children experiencing violence and to working collaboratively with communities to eliminate all forms of violence and oppression. We are looking for a highly credible, authentic, perceptive, and results-oriented leader with a proven track record of successful planning, influencing, and implementing the strategic and financial plans of an organization. If you are self-directed and progressive with the ability to create, articulate a vision, lead change, build positive working environments and relationship, and inspire a team, please consider this opportunity.

QUALIFICATIONS AND EXPERIENCE:

- Master's degree in a related human/social services or non profit leadership preferred
- 5 or more years of progressive management experience in a non-profit sector organization
 - Knowledge of leadership and management principles as they relate to non-profit/ voluntary organizations

- Knowledge of federal and provincial legislation applicable to voluntary sector organizations
- Knowledge and advocacy of community relations, that include challenges and opportunities relating to the mission of the organization
- Knowledge of risk management, of the organization's people (clients, staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risks
- Knowledge of human resources management, financial management, program & project management
- Must be sensitive to and respectful of cultural differences, differences in socio-economic status and lifestyle diversity. Must be non-judgmental
- Required: – Valid class 5 driver's license & satisfactory drivers abstract – Criminal Record Check clearance
- Intermediate Computer Skills (strong understanding of operating systems, word processing, graphics, financial spreadsheets, databases, internet/email)
- Class 5 Driver's Licence and Criminal Records Check

How to apply:

Submit cover letter and resume, including three references, to **ed@fireweedfsj.ca**. Use the subject line **Executive Director Application and your name**.