



JOB POSTING

This Position is open to applicants of all gender identities.
This position is exempt from Union membership.

Executive Director

Interior Community Services (ICS) is a non-profit, accredited, multi service agency providing supported programming to people of all ages. Interior Community Services enriches the lives of individuals and families by providing integrated family support, individual life skills development, and safe, nurturing home environments designed to assist people to live to their potential in the community. At ICS we offer support and services to approximately 1,100 people a day, providing programs from prenatal to seniors. Interior Community Services offers a wide range of prevention and supports to children, youth and family, community living and affordable housing.

Job Summary: The Executive Director contributes to the long-term vision and provides overall leadership to advance the organizations strategic and operational direction, and workplace culture. They plan, organize, direct, control and administer all agency activities programs and operations directly or through other reporting managers consistent with Board approved agency policies, goals and objectives and in accordance with legal, statutory, constitutional and other requirements. The ED also ensures that a high standard of client-based program delivery is maintained, and promotes the agency's activities through contact with the community, business organizations, government and the general public.

Objectives of this Role

- *Provide strategic and innovative leadership to the organization, mobilizing required resources, and ensuring best practices for quality service delivery.*
- *Work collaboratively and effectively with a governing Board of Directors, committees as well as funders, community partners and local organizations to develop and achieve agency's mission and strategic priorities.*
- *Work collaboratively with Management Team to oversee the daily operations of the organization, providing executive direction of all program strategy, compliance, quality assurance, and program efficiency.*
- *Advance a positive workplace culture that is consistent with the organization's values*
- *Comply with all provincial and federal legislation and contractual obligations*
- *Represent the organization and increase awareness by being a spokesperson within the community*

Duties and Responsibilities

- *Develops and implements operational, management, and human resource policies.*
- *Undertakes contract negotiations and program proposals with funders.*
- *Develops contracts for services with consultants and vendors as needed.*
- *Oversees all areas of risk management to ensure the organization, its staff, clients, and volunteers are sufficiently protected from harm, liability, and other claims.*
- *Ensures that all services are delivered in accordance with contract obligations, agency policies and procedures, accreditation guidelines, and within established best practices and appropriate legislation.*
- *Ensures the development and implementation of agency mission statement, goals, and Board policies and procedures.*
- *Represents the agency at community and fund-raising events or other official functions; manages all agency media relations.*
- *Promotes community and social sector development by participating in various related groups and activities outside the agency*

Job Type: *Permanent Full Time*

Location: Kamloops, BC

Hours of Work: *40 hrs/week. Requires flexible availability including evenings and weekends.*

Salary and Benefits

- *\$120,000 to \$138,000 per year*
- *Municipal Pension Plan*
- *Extended Health and Dental Coverage*
- *Accidental Death and Dismemberment*
- *Life Insurance*
- *Long Term Disability*
- *Employee and Family Assistance Program*
- *Professional Development Opportunities*

REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

- *Completion of a University degree in a discipline relevant to agency requirements.*
- *Five to seven years of progressively more responsible program, managerial, supervisory and financial control experiences in the community social services sector with a demonstrate and in-depth working knowledge of community-based programs and services, funding sources, community relations, Board relations, access to community resources is required or an equivalent combination of education, training or experience.*
- *Must have current First Aid with CPR-C, Suicide Awareness (safeTALK) and Non Violent Crisis Intervention (MANDT) training.*
- *Must have valid Class 5 driver's license, safe driving record and own reliable vehicle insured with Business Use/ 5 Million liability.*
- *Criminal Record Check will be required*
- *Must be legally entitled to work in Canada.*

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- *Strong ability to establish and maintain effective relationships with government officials, clients and stakeholders, funding sources, volunteers, staff, community groups, etc.*
- *Strong ability to communicate the organizations Mission, Vision and Values to both internal and external stakeholders and promote the agency's services, funding needs and value to the community*
- *Strong strategic planning skills -- must be able to connect vision, mission and strategic goals and develop work plans to achieve them*
- *Strong leadership and organizational development skills; experience with capacity building and change management processes*
- *Broad knowledge and experience in community development initiatives and social programs/services*
- *Experience and knowledge of financial management, administration and program management, development and evaluation of programs and accreditation processes*
- *In-depth knowledge of best practices pertaining to a variety of program service delivery models*

Please submit resume with cover letter to careers@interiorcommunityservices.bc.ca

Only those short listed will be contacted.

Interior Community Services encourages all qualified individuals to apply. ICS values a safe, inclusive and welcoming environment. We are committed to fostering a workplace where all employees can share their diverse views, experiences and backgrounds.