

Co-Executive Director of Operations and Housing #2026-020

Location Connexus Main Office, Vanderhoof, BC

Hours of Work: Full-Time, Flexible Schedule

Posting Date: May 14, 2026

Closing Date: Until Filled

Start Date: ASAP

Salary: Annual Salary \$103,849 (\$57.06/hr) to \$120,975 (\$66.47/hr)

Benefits: Extended Health, Dental, Pension Plan, Paid Sick Days, LTD, Vacation 4 weeks + More

About the Role

Are you a strategic, collaborative leader with a passion for operational excellence and community impact? Do you thrive in complex environments where your decisions directly shape organizational effectiveness—and lives? We’re searching for a Co-Executive Director of Operations and Housing to help set vision, drive operational strategy, and lead a dedicated team as part of a dynamic leadership partnership.

Reporting to the Board of Directors and partnering with the Co-Executive Director of Social Services, you’ll be the operational backbone of our organization. Your portfolio covers the management of facilities, IT, housing programs, vehicles, procurement, and overseeing clinical supervision for the Society. You’ll ensure smooth day-to-day operations while steering long-term strategy, organizational structure, and process improvement. You’ll also represent us to partners, funders, community leaders, and the public.

If you’re motivated by mission, bring deep experience in team leadership and operations, and value inclusivity, collaboration, and reconciliation, this may be your next chapter.

Key Responsibilities

Organizational Leadership & Strategy

- Co-develop our vision and strategic plan with the Board and Co-Executive Director of Social Services.
- Advise the Board on risks, opportunities, and organizational health.
- Act as a spokesperson and ambassador, representing us with professionalism to external stakeholders, regulatory bodies, donors, and the community.
- Foster a culture of teamwork, diversity, inclusion, and truth and reconciliation.

Operational Planning & Management

- Oversee all facets of day-to-day operations, ensuring we meet the expectations of our clients, Board, and funders.
- Develop and implement operational plans and policies aligned with our strategic direction.
- Ensure privacy, confidentiality, and security of organizational files and information.

Program & Services Management

- Lead the planning, delivery, and evaluation of programs and services to ensure they meet our mission and quality standards.
- Supervise managers overseeing housing and resident care programs.

Human Resources

- Determine staffing needs and lead recruitment, onboarding, and performance management.
- Support a positive, safe, and healthy work environment, adhering to all legislative standards.
- Coach, mentor, and ensure fair scheduling for staff at all levels.

Financial Management

- Develop annual budgets and financial plans with input from managers and approval from the Board.
- Secure funding, oversee reporting to funders, and ensure sound accounting practices.

Vanderhoof

PO Box 1249, 157 W. Victoria St. Vanderhoof,
BC V0J 3A0

Phone: 250-567-9205

Fax: 250-567-3939

Fort St. James

PO Box 1146, 349 Stuart Dr.
Fort St. James, BC V0J 1P0

Phone: 250-996-7645

Fax: 250-996-7647

Fraser Lake

298 McMillan Avenue
Fraser Lake, BC V0J 1S0

Phone: 250-567-9205

Fax: 250-567-3939

- Participate in fundraising and grant writing to support and grow our impact.

Community Relations & Advocacy

- Keep stakeholders informed, engage with Indigenous communities and resources, and participate in public events and committees.
- Respond to evolving community needs through program innovation and expansion.

Risk Management

- Develop and monitor risk management plans, policies, and internal controls.
- Ensure compliance with all insurance, legal, and regulatory requirements.

Clinical Supervision

- Oversight and delivery of clinical supervision to enhance the professional growth of frontline staff to help them attain knowledge, improve their skills, strengthen their professional attitude, and values as they provide clinical services to their clients.
- The clinical supervisor teaches, trains, and empowers frontline staff so they can become more competent and independent as they carry out their goals and be a positive influence on their clients

What We're Looking For

- **Education:** Master's degree in business or public administration, or a combination of relevant education, training, and experience.
- **Experience:** At least 7 years in senior leadership roles, preferably within the non-profit or voluntary sector. Direct experience managing multi-disciplinary teams, operations, and administrative services.
- **Cultural Competence:** Demonstrated understanding of Indigenous culture, trauma-informed practice, and a commitment to culturally sensitive leadership.
- **Expertise:** Deep knowledge of leadership principles, non-profit operations, HR, financial management, and project management. Able to drive continuous improvement using performance metrics and effective reporting.
- **Skills:** Outstanding communication, organizational, and interpersonal skills. Adept at change management, collaboration, and fostering respectful, inclusive environments.
- **Data-Driven:** Skilled at monitoring reports, performance metrics, and driving continuous improvement.
- **Collaboration:** Exceptional teamwork, leadership, and supervisory skills

Required:

- Valid class 5 driver's license & satisfactory drivers abstract

- Criminal Record Check clearance

Why Join Us?

At the Connexus, you'll find more than just a job. You'll join a passionate team dedicated to social change, community empowerment, and inclusive service. Your work will directly impact lives, shape policy, and build a legacy of equity and support in our region.

Quick facts about the agency:

• 2025 Budget - \$9,079,977 • Over 90 staff members • 49 years of established non-profit social service delivery • Services to a 150 km² area with offices in three communities (Vanderhoof, Fraser Lake & Fort St. James) • Funding for our programming is received through several federal, provincial, and private organizations and foundations. These include, the Ministry for Children and Family Development (MCFD), Community Living British Columbia (CLBC), BC Housing, the Public Health Agency of Canada (PHAC), and the Ministry of Public Safety and Solicitor General.

How to Apply:

Ready to make a difference? Submit your resume and a cover letter outlining your leadership philosophy and relevant experience and qualifications for the position and include the job posting number:

Apply Via email: careers@connexus.ca

The Society is committed to equity, diversity, and inclusion. We encourage applications from all qualified candidates, especially those with lived experience in the communities we serve