

## ***Co-Executive Director of Operations and Housing #2025-045***

**Location** Connexus Main Office, Vanderhoof, BC

**Hours of Work:** Full-Time, Flexible Schedule

**Posting Date:** July 17, 2025

**Closing Date:** Until Filled

**Start Date:** Sept 2025

**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 more. 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.

#### **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

## 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.
- 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.

## 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:

• 2024 Budget - \$7,988,536 • Over 100 staff members • 48 years of established non-profit social service delivery • Services to a 150 km<sup>2</sup> 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](mailto: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*