

Co-Executive Director of Social Services #2025-044

Location Connexus Main Office, Vanderhoof, BC

Hours of Work: Full-Time, Flexible Schedule

Posting Date: July 17, 2025

Closing Date: Until Filled

Start Date: September 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 visionary leader ready to take your career to the next level? The Society is seeking a dynamic, experienced Co-Executive Director of Social Services to steer our organization into its next chapter of growth and impact. Reporting directly to the Board of Directors and partnering with the Co-Executive Director of Operations and Housing, you'll shape strategy, foster a collaborative culture, and ensure we deliver on our mission to serve our community with excellence, integrity, and compassion.

As Co-Executive Director of Social Services, you'll provide direction and oversight across a range of programs—working closely with department managers in Finance, Human Resources, Community Inclusion, Early Years, and Clinical Services. Your leadership will drive organizational effectiveness, operational excellence, and continuous improvement, while ensuring our services honor diversity, inclusion, and the movement toward truth and reconciliation.

This is a rare opportunity to influence policy, oversee program delivery, and represent the Society among stakeholders, funders, and community partners. If you're passionate about social services, equity, and building resilient teams, we'd love to meet you.

Key Responsibilities

Strategic Leadership & Vision

- Collaborate with the Board and Co-Executive Director of Operations and Housing to develop and execute the Society's vision and strategic plan.
- Serve as a trusted advisor to the Board on organizational activities and emerging issues.
- Foster teamwork and a healthy, inclusive workplace culture across all levels of the organization.
- Represent the Society in public forums, with community groups, donors, and on committees.

Operational Excellence

- Oversee day-to-day operations, ensuring alignment with organizational goals and compliance with policy.
- Develop and implement operational plans, policies, and systems to drive efficiency and effectiveness.
- Oversee secure management of personnel, client, donor, and volunteer information.

Program Oversight

- Lead the planning, delivery, and evaluation of the Society's programs, ensuring quality and alignment with our mission.
- Monitor program outcomes and oversee the execution of special projects.

Human Resources Leadership

- Guide recruitment, onboarding, and ongoing training for managers and staff.
- Champion a safe, positive, and equitable work environment.
- Implement performance management systems and mentor staff for professional growth.

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 Stewardship

- Lead the development and oversight of annual budgets, working closely with the Finance Manager, the Co-Executive Director of Operations and Housing and Board.
- Ensure sound financial practices, accurate reporting, and effective fundraising strategies.
- Liaise with funders, prepare financial reports, and pursue new funding opportunities.

Community Relations & Advocacy

- Act as a spokesperson and build strong relationships with stakeholders, including Indigenous communities.
- Identify and respond to community needs, supporting program innovation and expansion.
- Promote the Society at public events and through committee involvement.

Risk Management

- Develop and maintain robust risk management strategies, internal controls, and insurance coverage.

Other Duties

- Participate in management and committee meetings, and perform related tasks as required.

What We're Looking For

- **Education:** Master's degree in Business or Public Administration, or a combination of relevant education, training, and experience.
- **Leadership:** At least 7 years in senior management, including direct experience leading teams and managing multidisciplinary programs.
- **Administration:** Proven ability to deliver senior-level administrative services to executives and teams.
- **Cultural Competency:** Deep understanding of socio-historical events affecting Indigenous communities; experience with trauma-informed and culturally sensitive practices.
- **Team Management:** Track record of building and managing high-performing, diverse teams.
- **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 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