

JOB POSTING

LOCATION: Saskatoon, Saskatchewan
Aboriginal Friendship Centres of Saskatchewan Office (AFCS)
306.955.0762
243 Robin Crescent
Saskatoon, SK S7L 6M8
www.afcs.ca

LENGTH: September 15, 2022 to September 23, 2023 with the possibility of extension

How to Apply: Please send your cover letter and resume to jobs@afcs.ca

POSITION DESCRIPTION

AFCS is looking for a Program Director. Under the direction of the Executive Director and working alongside the AFCS team, the Program Director will be responsible for overseeing the Centre for Indigenous Women, Two Spirit and Gender Diversity.

QUALIFICATIONS

- Bachelor's Degree from an accredited institution and 5+ years' work experience

DUTIES & RESPONSIBILITIES

Leadership

- Lead the process of work planning development and execution
- Report to the Executive Director on the workplans progress and activities
- Serve as a spokesperson for the activities within the workplan along with any other internally appointed spokespersons
- Act as a communication liaison between the Executive Director, staff, and program stakeholders to maintain open, regular, and clear communications
- May need to serve as the AFCS representative on community boards and committees as needed

Community Relations & Communications

- Build and maintain strong working relationships with key internal and external stakeholders such as employees, community partner organizations, Indigenous community, funders, provincial government departments, and other clients
- Regularly communicate with key stakeholders to keep them informed of the work of AFCS and to identify any changes that need to be communicated to key stakeholders
- Ensure that the mission, programs, products, and services of the AFCS are consistently presented in a strong, positive manner to members and stakeholders
- Attend community events or assign a delegate to represent the AFCS at functions held by community partners or other key stakeholder organizations
- Monitor AFCS social media sites for key messages and have comfort level with navigating social media platforms

Operational Planning & Program Management

- Develop a workplan of program activities to align with AFCS's strategic plan
- Assign and oversee the departmentalization of activities from the workplan
- Ensure all activities contribute to the organization's mission based on the strategic and operational plan and adheres to all policies and procedures
- Carry out the directives of the Executive Director as required/assigned
- Attend meetings, committee meetings, and other internal meetings required to manage the operations, or where appropriate, assign a delegate
- Regularly attend member program activities to monitor quality and ensure program satisfaction

- Implement and maintain AFCS approved policies and prepare procedures to implement organizational policies. Policies should be reviewed on an annual basis and required changes recommended to the Executive Director as appropriate

Human Resources Planning & Management

- Establish a positive, healthy, respectful, and safe work environment in accordance with all applicable legislation and regulations
- Directly oversee/manage work activities of all staff through reporting and status update meetings
- In partnership with select AFCS staff to recruit, interview, and select staff who have the right skills and competencies to contribute to achieving the AFCS's mission and strategic plan
- Ensure all new program staff participate in an employee orientation session to give them an overview of the AFCS and any other required training
- Manage the performance management process which includes monitoring staff performance regularly through status update meetings, conducting an annual performance review meeting, and documentation
- Provide regular coaching and mentoring to develop program employees' skills and identify needs for any training and on-the-job development
- Ensure consistent adherence to all human resources policies by all staff, and address any issues with employees in accordance with policies

Financial Planning & Management

- Work with AFCS finance staff to prepare a draft comprehensive annual budget and submit to the Executive Director for approval
- Ensure that adequate funding exists for the planned program, working closely with the Executive Director on the workplan and provide updates on its execution
- Research funding sources, oversee the development fundraising plans, and oversee the timely writing and submission of funding proposals to increase funds
- Administer AFCS funds based on Executive Director's approved budget and monitor the monthly program cash flow
- Provide the Executive Director with quarterly comprehensive and accurate financial and program report
- Ensure all assigned funding agreement requirements of are met and all reporting is done in a timely manner, while adhering to eligible costs within program

Risk Management

- Identify and evaluate the risks facing the program that could impact the people, property, finances, goodwill, image, and implement measures to control and reduce risks

Knowledge Skills & Abilities

- Knowledge of cultural sensitivity of Indigenous culture, values, history, and traditions is mandatory
- Knowledge of an Indigenous language is beneficial
- Knowledge of the Friendship Centre movement in Canada is desirable
- Excellent leadership, team building, and interpersonal skills – must have
- Previous work experience leading a work team of direct report staff
- Knowledge of federal and provincial legislation applicable to voluntary sector such as labour standards, human rights, occupational health and safety, charities, taxation, CPP, EI, etc.
- Strong professional judgement and decision-making ability
- Able to motivate, support and develop others
- Record of achievement in a dynamic, multi-stakeholder environment
- Exceptional communication, negotiation, and presentation skills
- Able to resolve conflict and facilitate group processes
- Comprehensive financial and analytical background
- Experience in strategic planning and budget preparation
- Upholds and demonstrates AFCS values and mission