



145A-8950 GRANVILLE ST
PO BOX 2041
PORT HARDY, BC
V0N 2P0

2021-09-09

Program Director Job Posting

Permanent FTE

Annual Salary of up to \$52,800.00 based on education & experience

+ Health Benefits

+ 3 weeks annual holiday

Deadline: 12 Noon on September 23, 2021

Job Description - Programs Director

Under the supervision of the Executive Director, this position is responsible for the overall success of program delivery, the development, planning, implementation and evaluation of programs that respond to the needs and aspirations of urban Aboriginal people. The Programs Director will also ensure that programs operate in a successful manner in alignment with the contract funds and that there is adherence to the accepted policies and procedures manual. The Program Director will be responsible for supervising staff, volunteers and practicum placement students. The Program Director will assist in financial management, fundraising, funding submission. The Program Director is responsible in the absence of the Executive Director. The Program Director participates in facilitation, leadership development, mentorship, program development, community development that strengthens the lives of Aboriginal people in a positive manner.

Program Development included but not limited to:

- With staff: identify program areas for development that are aligned with contract obligations. Create work plans and oversee execution, completion, and finalization of those work plans
- Initiate and coordinate fund-raising activities to cover additional program costs.
- With the finance manager, oversee and manage budget projections and finance reports,
- With staff, oversee client records management

SACRED WOLF FRIENDSHIP CENTRE

- Initiate community involvement for new programs, services and partnerships
- Oversee mandatory filing of all appropriate documents- quantitative and qualitative reporting for the Annual General Meeting and for funders, proper client file management

Staff Supervision Included but not limited to:

- Oversee and create job postings, complete the hiring process, complete employee orientation, training, and pay increases applicable to the policy and contract obligations. Supervise staff and conduct performance evaluations, ensure adherence to policy and procedures, working schedules, manage all staff time sheets, vacations and all personnel matters, work with the executive director when necessary
- Administer progressive disciplinary action in accordance with established procedures, maintain regular supervisory meetings with each staff member
- Encourage and support leadership development and empowerment with co-workers, Liaise with other community agencies for information sharing, prevent duplications and to develop collaborative programs through partnerships
- Develop and submit program reports, including recommendations for improvement and statistical data
 - Participate in staff development and/or relevant training
 - Submit quarterly activity reports for each program
 - Facilitate staff meetings
 - Other related duties as negotiated with Supervisor

Qualifications: Bachelors Degree in Business Administration, Human Resources or Diploma with equivalent experience.

Please submit your application including Resume & Cover Letter to:

Violet Alfred, Executive Director

Sacred Wolf Friendship Centre

edswfc@telus.net

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Port Hardy BC V0N 2P0

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