



Prince George Native Friendship Centre

Our people make a difference in the community!

Job Title: Director of Employment and Training
Department: Administration
Reports To: Executive Director
Closing Date: February 13, 2018 at 12 Noon

SCOPE OF POSITION:

The Director of Employment & Training will be responsible for ensuring the coordination of all employment and training programs and services within the Prince George Native Friendship Centre. The Director of Employment & Training will also develop new employment and training initiatives and corresponding funding opportunities. Primary responsibilities include Human Resource Management and ensuring the sustainability of ongoing funding for existing and new programs within the department.

General Responsibilities:

- a. The Director of Employment & Training, guided by our cultural teachers and Elders, will work in culturally respectful and appropriate manner at all times, while at the same time ensuring that culturally appropriate protocols are observed and honoured.
- b. The Director of Employment & Training is responsible for ensuring effective communication with staff, peer members of the Senior Management Team and the Executive Director, ensuring that all information and/or concerns from his/her department are shared in a timely manner with the Executive Director.
- c. The Director of Employment & Training will liaise with government personnel, Ministries and funders specific to his/her programs.
- d. The Director of Employment & Training will keep current of all education, training, employment and/or social issues, trends, research and practice impacting his/her program area.
- e. The Director of Employment & Training will participate in the “Weekend On-Call” rotation in response to critical incidents and provide other supports to the PGNFC.
- f. The Director of Employment & Training will perform other duties and complete other tasks and activities as assigned by the Executive Director.

In addition to the general duties noted above, the Director of Employment & Training is responsible for, and will be evaluated in relation to, the following assignments and responsibilities:

Board Relations:

- a. The Director of Employment & Training will attend Board meetings on behalf of his/her department, prepare, submit and present verbal and written reports on a monthly basis, and as requested; will participate in discussions relating to strategic planning, problem solving and decision making activities to support the Executive Director through the presentation of quality information on which decisions on behalf of the organization will be based.

Financial Management:

- a. With input from the Executive Director and the Senior Management Team, the Director of Employment & Training will manage multimillion-dollar budgets and prepare financial projections on behalf of the Employment & Training Department.
- b. With input from the Executive Director and the Senior Management Team, the Director of Employment & Training will oversee budgets and financial projections on behalf of the Employment & Training Department.
- c. The Director of Employment & Training will maintain effective relationships with the Executive Director and the Senior Management Team to ensure completion of all administrative tasks and reporting relating to the approval and implementation of contracts, contribution agreements, and budgets within the Department of Employment & Training.
- d. The Director of Employment & Training will demonstrate a familiarity with financial statements, program spreadsheets and expenditure projections, ensure the day-to-day financial management of programs within his/her department, and ensure financial accountability and transparency of all financial practices within the Department of Employment & Training.
- e. The Director of Employment & Training, working cooperatively with the Senior Management Team and the Executive Director, will oversee the preparation and submission of grant funding proposals within his/her department, and will be active in all discussions with respect to funding agreement terms and conditions.
- f. The Director of Employment & Training, along with members of the Senior Management Team, will be a part of the organization's fundraising efforts, and working closely with the Executive Director, will set financial targets on an annual basis, coordinate revenue generating activities and diversify funding within his/her department.
- g. The Director of Employment & Training will effectively manage all PGNFC assets within his/her department;

Marketing, Public and Media Relations:

- a. The Director of Employment & Training will develop and implement enhanced marketing and public relation plans to create an awareness of programs within his/her department, and the organization when appropriate, particularly with funders and the community at large.
- b. The Director of Employment & Training will create and maintain a positive profile for all programs and services on behalf of the PGNFC.
- c. When authorized, the Director Employment & Training will act as an official representative on committees and as a spokesperson at meetings and conferences appropriate to his/her department.
- d. The Executive Director assigned by the Board will serve as the organization's formal liaison and contact person with community organizations, agencies, professional, government officials and the media, fostering pride and a positive image of the Friendship Centre within the larger community. The Executive Director may delegate this responsibility to the Director Employment & Training and/or members of the Senior Management Team, where appropriate.

Personnel Management:

- a. The Director of Employment & Training will be directly responsible for the hiring, orientation, training, professional development, supervision, performance evaluation, and scheduling for the personnel management of all staff within the Department Employment & Training.
- b. The Director of Employment & Training, along with the Executive Director and other members of the Senior Management Team, will schedule, facilitate and participate in regular meeting of the Senior Management Team, Program Coordinators and Quarterly staff meetings.
- c. The Director of Employment & Training's management style, leadership abilities, decision-making and problem-solving skills will contribute to the establishment and maintenance of positive staff morale, effective team building and efficient personnel management systems and processes.
- d. The Director of Employment & Training, working with the Executive Director and as part of the Senior Management Team, is responsible for the development, maintenance and revision of appropriate personnel policies and procedures.

Program and Service Management:

- a. The Director of Employment & Training will oversee and support Program Coordinators' efforts with respect to program and service design, implementation and evaluation, ensuring such programs and services are compatible with the organization's mission statement, goals and objectives, and that program policies and procedures are aligned with community needs.
- b. The Director of Employment & Training, in cooperation with the other members of the Senior Management Team, will be responsible for ensuring high quality standards for all programs and services are achieved and will provide rationale for continued funding and staffing of current program areas.

QUALIFICATIONS:

The Director of Employment & Training will have a history of demonstrated dynamic leadership in any education or social service organization that targets urban Aboriginal people.

The ideal candidate must possess the following Education and Experience:

- Minimum of a bachelor's degree in administration, education or social service field, or other related human service field; or possess an appropriate combination of education and experience.
- A minimum of five (5) years experience working at a management level in a community-based not-for-profit organization.
- A minimum of five (5) years of Human Resource Management experience.
- Proven experience in proposal writing and writing reports on activities, strategic work plans, goals and objectives.
- A thorough appreciation, awareness, working experience and sensitivity of Aboriginal history and culture, as well as a thorough understanding of the complexities of working with diverse populations.
- Superior communication skills including presentation skills, writing ability, computer proficiency and authentic interpersonal skills.
- Possess a demonstrated ability to work with a diverse clientele on an individual and group basis.
- Demonstrated team work and leadership skills.
- In-depth knowledge of the social service sector, community based programs and services, funding sources, community and board relations.

Successful applicant **must also**:

- Successfully complete Criminal Record Clearances, including Enhanced Security Clearance.
- Maintain a valid driver's license and provide driver's abstract.
- Be willing to work flexible hours including on call, evenings & weekends.

To apply submit a resume, cover letter and three (3) references to:

**Manon Desjarlais, Executive Assistant
Prince George Native Friendship Centre
1600 Third Avenue
Prince George, BC V2L 3G6
Fax: (250) 563-0924
E-mail: mdesjarlais@pgnfc.com**

Applications will be accepted until February 13th, 2018 at Noon.

NO TELEPHONE INQUIRIES PLEASE!

We thank all applicants, however, only those selected for interviews will be contacted.