



Vancouver Aboriginal Health Society

EXECUTIVE DIRECTOR ("ED") JOB POSTING

Vancouver Aboriginal Health Society ("VAHS") is a not-for-profit organization and registered charity located in the Downtown Eastside of Vancouver. We have provided a variety of health and social services since 1991 with a mission to improve and promote the physical, mental, emotional, and spiritual health of individuals, focusing on the urban Indigenous community of Greater Vancouver. This dynamic organization embraces traditional knowledge and incorporates cultural practices into all of what we do.

FUNCTION

The ED's mandate is to provide leadership, represent VAHS, and implement the long-range strategy of the organization. Other key responsibilities include fundraising, proposal and program development and implementation, and effectively managing finances, human resources, and agreements.

REPORTING RELATIONSHIP

The ED reports directly to the Chair of the Board of Directors.

DUTIES AND RESPONSIBILITIES

BOARD RELATIONS

- Provide leadership in developing program, organizational, and financial plans with the Board of Directors and staff. Carry out plans and policies authorized by the Board.
- Participate with the Board in developing a vision and strategic plan to guide the organization.
- Develop an operational plan that incorporates goals and objectives that work towards the strategic direction of the organization.
- Identify and evaluate risks to the organization's people (patients/clients, staff, management, and volunteers), property, finances, goodwill, and image. Implement measures to control risks.
- See that the Board is kept fully informed on the condition of the organization and all important factors influencing it.

FINANCE

- Prepare and manage funds according to the approved annual budget.
- Monitor financial performance to ensure compliance with the annual budget.
- Approve expenditures within the delegated authority of the Board.
- Fundraise to achieve organizational plans and priorities.
- Report on expenditure forecasts, including capital projects.

HUMAN RESOURCES

- Participate in the review and development of VAHS policies and procedures.
- Ensure adherence to approved policies.
- Approve the training and professional development of staff.
- Monitor internal communication strategies.
- Ensure hiring and terminations are conducted in ways that reflect organizational values and are in accordance with law and the BCGEU Collective Agreement.
- Foster positive organizational culture.
- Maintain positive labour relations by ensuring compliance with the BCGEU Collective Agreement and best practices.
- Participate as a member of the negotiation team for collective bargaining.

HEALTH AND SAFETY

- Ensure that all employees and contractors adhere to the organization's policies and procedures related to Health and Safety.
- Ensure that the organization and all staff are aware of, and adhere to, current and relevant government legislation and WorkSafeBC requirements.
- Oversee the organization's crisis management plan.

EXTERNAL RELATIONS

- Represent the organization to governments, agencies, organizations, and the public.
- Maintain working relationships and collaborative arrangements with governments, not-for-profits, private sector businesses, community groups, funding agencies, and other organizations.

QUALIFICATIONS

- Indigenous heritage is an asset.
- A university degree or diploma in management or a related field.
- Minimum of 5 years of experience within a leadership position.
- Experience with Indigenous communities.
- Demonstrated ability to manage internal and external relationships.
- Understanding of the organization's guiding philosophy to improve and promote the physical, mental, emotional, and spiritual well-being of individuals, focusing on urban Indigenous peoples.
- Understanding of the key issues facing the organization and an ability to strategically overcome internal and external challenges.
- Knowledge of current issues, policies, practices, and interventions related to urban Indigenous populations and the Downtown Eastside community.
- Demonstrated public relations skills, including deputations, presentations, and media coverage.
- Proficient written and verbal communication strategies.
- Knowledge of all federal and provincial legislation applicable to the not-for-profit sector, including but not limited to employment standards, human rights, occupational health and safety, charities, taxation, CPP/EI, and health benefits.
- Proficient in finance planning and management, risk management, contract administration, feasibility studies, and business plan development.
- Knowledge of personnel policies, practices, and procedures.

We encourage all qualified people to apply. Pursuant to section 41 of the Human Rights Code, Indigenous applicants are preferred for this position.

Job Title: Executive Director
Location: 449 East Hastings St. Vancouver, BC V6A 1P5
Status: Full Time
Salary: Negotiable
Hours: 8:30-4:30, Monday to Friday. Days off: Saturday, Sunday, and statutory holidays.

The hours of work, days off, and work area may be subject to change, consistent with operational requirements and the provision of the BCGEU Collective Agreement and applicable statutes.

Closing Date: May 21, 2021

Please email your current resume and cover letter to: humanresources@vahs.life
Email Subject Line: Executive Director Position Application

Only short-listed applicants will be contacted for this posting.