

Pincher Creek Women's Emergency Shelter Association

EXECUTIVE DIRECTOR – FULL TIME POSITION

The Pincher Creek Women's Emergency Shelter Association's (PCWESA) provides free safe shelter and support services for women and children fleeing domestic violence. Our vision, shared by our collaborative partners, is that all people in Southwestern Alberta will be safe in their homes. Our critical services are funded and supported by the provincial government as well as generous donations from individuals and other community organizations.

We require an Executive Director who will be responsible for all functions contributing to the achievement of the Society's vision, mission and strategic goals through a trauma-informed service delivery model.

Requirements

Reporting to the Board of Directors, the Executive Director must have:

- Proven leadership skills in a dynamic social enterprise serving those in crisis, including people leadership practices
- Fundraising experience (capital and operating)
- Demonstrated experience in the development and implementation of strategic plans
- Excellent interpersonal and communication skills. Able to relate to clients, the community, staff and the Board and able to represent the PCWESA with the media
- Understanding financial management in government funded not for profit organizations
- Knowledge of trauma informed practice
- Keen professional and personal awareness and interest in the reconciliation process with Indigenous Peoples of Canada
- Clear current criminal record and children's services intervention check
- Financial, administrative and time management skills

Candidates should possess management experience in a private and/or not-for-profit organization. Exceptional interpersonal and communication skills are essential to ensure successful performance in this role.

Qualifications

- Available for full-time work, with evening and weekend responsibilities
- Master's degree in related social work/psychology or equivalent education, with 5 years proven operations and business experience
- Current professional designation and membership required
- Candidates with management experience within the domestic violence, crisis intervention and shelter service sectors are preferred
- Strong ability to lead and influence a diverse team in the context of major change, while maintaining group cohesiveness, motivation, commitment and excellent service
- Experience developing and ensuring compliance of policy and procedures
- Proven ability in developing, managing and evaluating programs and services

- Ability to manage complex security and safety issues
- Proven grant writing skills
- ASIST Suicide Training an asset
- Valid driver's license and reliable transportation required

Qualified applicants will be interviewed until the position is filled. Only successful applicants will be contacted for an interview. The PCWESA shall respect the privacy and confidentiality of all personal information provided.

Contact Information:

Interested applicants can submit their applications to the PCWESA Board President, Elizabeth Dolman at elizardolman@gmail.com