



PARENT SUPPORT SERVICES SOCIETY of BC

JOB TITLE: EXECUTIVE DIRECTOR

ACCOUNTABILITY:

Responsible and reports to the Board of Directors. Is accountable to program participants, staff, volunteers, society members, funders, donors and community partners.

JOB SUMMARY:

Serves as chief operating executive of the organization and as professional advisor to the Board. Responsible for the over-arching administration of programs, human resources, finances and internal/external relations.

EDUCATION, VALUES, SKILLS, AND EXPERIENCE REQUIRED

Education

Post-Graduate Education in Social Work, or related discipline or combination of studies and experience in Community Development, Political Science, Law, Family Studies, Business. Training in Business, Negotiation, Communications, Marketing, Accounting will be considered assets. An equivalent combination of education, training and work experience will be considered.

Values

Commitment to social justice and anti-oppressive practice. Demonstrated commitment to the PSS and BCASW code of ethics. Commitment to inclusion and collaborative decision making at the individual and community levels. Commitment to working towards helping to achieve the Truth and Reconciliation Commission of Canada Calls to Action.

Skills, Experience and Knowledge Sought

- Minimum five years senior level managerial experience in the not for profit social service sector is essential;
- Ability to work effectively with volunteer Boards and Committees;
- Ability to work collaboratively and constructively with a wide range of community organizations and networks
- Ability to effectively lead a geographically-dispersed team and staff presently working a mix of home/office;
- Experience working with a diverse team, with collaborative planning and decision making;
- Ability to develop and lead successful funding initiatives, and experience with grant-writing and reporting;
- Ability to work effectively with an accountant/accounting firm;
- Knowledge of and skill in development of organizational and financial policies and procedures;



- Proven skills and experience in budget development and financial management;
- Proven skills and experience in developing marketing and promotion campaigns;
- Proven ability to create strong, productive relationships with responsible media and allies who would support the work of PSS
- Knowledge of peer-to-peer support philosophy, parenting programs and education;
- Proficient knowledge in community planning and development theories and practices;
- Knowledge and experience with Human Resources, hiring, contract negotiation, developing and implementing workplace policies, and staff management;
- Ability to provide leadership and to develop, implement, and evaluate programs and activities appropriate to organizational vision, goals and objectives;
- Knowledge of the diverse f and populations residing across British Columbia and the challenges they presently face;
- Experience working with Indigenous communities, and a commitment to working to achieve the Truth and Reconciliation Commission Calls to Action;
- Knowledge of MCFD policies and practices, and relevant legislation, including the *Child, Family and Community Service Act*, *Family Law Act*, and *Adoption Act*.
- Broad knowledge of families, parenting, kinship care, child development and child abuse prevention;
- Excellent writing, editing, and presentation skills are essential;
- Proficient with office software, email, video conferencing and social media;
- Excellent advocacy, interpersonal communication and problem solving skills are essential;
- Skills/experience in counselling, group dynamics and facilitation;
- Skills/experience in training and adult education;
- Experience in systemic advocacy;

RESPONSIBILITIES

1. Leadership

Provides leadership to the organization, ensuring mission, vision and goals of the organization are clear and adhered to and that communication to staff, Board and the public is consistent and effective. It is essential that leadership is collaborative and guided by a commitment to social justice and anti-oppressive practice. Connect and lead a geographically dispersed staff.

2. General Administration

Has the overall responsibility for administration of the organization's programs and projects and service delivery within priorities set by the Board. Delegates to the Program Director, Executive Assistant, and Program Coordinators as appropriate. Ensures implementation of all policies adopted by the Board. Is responsible for: public accountability of the organization, ensuring the maintenance of the organization's facility, regular and timely reporting to funding and other mandatory bodies; and ensuring that legal obligations of the organization are met.

3. Financial Management

Develops annual budgets with input from the Treasurer, Finance Committee, Accountant and Program staff. Is accountable for the development of resources and control of these resources once approved and set in place. Directs all financial operations of the organization, including research of



funding sources, grant applications, the acquisition of funds and the maintenance of regular contact and positive working relationships with funders and donors. Provides guidance to the Board regarding staff salaries, projected capital costs and major expenses. Reviews and approves all payroll. Works with the accountant to provide regular financial statements to the board and program staff.

4. Human Resources

Responsible for overall personnel management, including recruitment, hiring, supervision, performance evaluation, discipline and recognition. Collaborates with staff in ensuring employee policies are current, fair and effective. Consults with the Board Executive regarding HR problems and solutions.

5. External Relations

Interprets the function of the organization to the community, through direct involvement, delegation, and through media and public relations. Maintains appropriate relations with government and other professionals, social service groups and social justice networks in the community. Maintains regular contact and positive working relationships with funders.

6. Board Relations

Provides professional input in strategic planning to ensure congruity with the needs and priorities of those served and the organization’s mission and values. Provides assistance and support to the board and its committees, including the formulation of policies and the coordination of Board member orientation and training. Assists in Board recruitment and ongoing education and support. Monitors the goals of the Strategic Plan and regularly reports progress to the board.

RELATIONSHIPS

1. Internal

Board of Directors, staff, students and volunteers

2. External

Agency coalitions; funders; federal, provincial and local government; other common cause organizations; community partners; community and business leaders.

Parent Support Services Society of BC encourages all interested applicant’s to apply and is committed to a staff team that reflects the diversity within the community.

APPLICATIONS: Submit a cover letter and resume in one PDF file to ‘info@koja-consulting.com’ using the subject line ‘PSS Executive Director - <your name>’.

CLOSING DATE: Monday, September 27, 2021