



Vancouver
Aboriginal
Friendship Centre

External Posting

Program Director – Job Description

Monday July 16, 2018

Vancouver Aboriginal Friendship Centre Society's mission statement is to provide programs and services that will contribute to the culture, educational, social, economic and recreational development of Aboriginal People; and to support the objectives of Aboriginal self-determination.

Job Posting: Program Director

Primary Responsibilities:

The Program Director oversees the coordination and administration of all aspects of programming and ensures compliance with contracts, procurement of funds, donations, and grants to meet the budgetary requirements of the organization

As such, the successful candidate will be expected to attend community meetings in order to build and maintain positive relationships in alignment with the company vision.

The program director also works in tandem with the Human Resource consultant on recruitment and training.

Qualifications:

- Degree in related field
- Minimum of five years of management and broadly based community social services experience
- Must demonstrate a good working knowledge of aboriginal organizations and community resources
- Must have minimum of five years experience of successful proposal writing
- Must have strong research, innovative, entrepreneurial and long term strategic planning abilities
- Must have proficient use of Microsoft Word, Outlook, Excel and desktop publishing programs, and the ability to work within a network environment

JOB DETAILS:

- Schedule: full-time 9am-5pm Monday to Friday
- Expected Start Date: Monday August 27, 2018
- Salary will be determined upon candidate experience
- Require Criminal Records Check (if contacted for short list)

APPLICATION PROCEDURE – Deadline: UNTIL POSITION FILLED

- Require:**
1. Cover Letter
 2. Resume
 3. Two Reference Letters (most recent)

Please send it to:

Susan Tatoosh, Executive Director

1607 East Hastings Street

Vancouver, B.C.

V5L 1S7 Or via Fax: 604-251-1986

Email: executivedirector@vafcs.org

Subject line: Program Director Position

Preference will be given to qualified Aboriginal candidates in accordance with Section 41 of the BC Human Rights Code.

Only candidates who are shortlisted will be contacted for interview.