



Sarnia-Lambton Native Friendship Centre

233 Lochiel Street, Sarnia, Ontario N7T 4C9

Tel: (519) 344-6164 - Fax: (519) 344-6150

Employment Opportunity **Maternity Leave – 10 Month Contract** **Executive Director**

LOCATION: Sarnia, Ontario

Under the guidance of the Sarnia-Lambton Native Friendship Centre (SLNFC) Board of Directors:

The Executive Director is responsible for providing the leadership and direction required for the successful management of the Sarnia-Lambton Native Friendship Centre consistent with the aims and objectives outlined by the Board of Directors. The Executive Director must establish themselves and the Sarnia-Lambton Native Friendship Centre as a viable and active presence in and for the Urban Indigenous population living within the County of Lambton.

KEY DUTIES AND RESPONSIBILITIES:

1. Provide day-to-day management and administration for the Friendship Centre
2. Manage the human resource, financial, property and material resources of the Friendship Centre
3. Implement the operational bylaws, policies and procedures as approved by the Board of Directors
4. Ensure priority issues and concerns are for the Urban Indigenous community and programs are designed to improve and enhance the overall well-being of the Urban Indigenous population within Lambton County
5. Ensure sustainability of the Friendship Centre and all its initiatives including low-rental housing and child care development through fundraising, identifying new program funding, writing proposals, and partnering with other agencies, corporations and organizations
6. Report to all funders the financials and narratives as required in accordance to agreements; quarterly, annually
7. To participate, approve and organize training for the Board of Directors, Executive Director, volunteers and staff members in accordance with the Friendship Centre's policies and procedures and required legislation
8. To accurately report monthly at the regular Board of Directors meetings
9. To fulfill all relevant duties as assigned by the Board of Directors

QUALIFICATIONS:

1. Graduation of College/University certification, degree or diploma in Business Administration, Human Resources or Master of Social Work
2. Related employment experience of service delivery programs for children, youth and families (5 years experience)
3. Knowledge of First Nations, Metis and Inuit culture, traditions and lifestyles
4. Knowledge of Government initiatives for Indigenous people and the ability to compose proposals for additional funding to build capacity
5. Knowledge and work experience with Aboriginal PTO's., municipal, provincial and federal agencies
6. Knowledge of the Early Years Act and Landlord Tenant Act
7. Possess a current vulnerable Police Information Clearance certificate (CPIC)
8. Possess a valid Ontario Driver's License and current Drivers Abstract
9. Excellent written and oral communication skills
10. Excellent conflict resolution, problem solving and supervisory skills
11. Working knowledge of writing detailed written reports and work plan development
12. The ability to travel, attend workshops and required training

Interested person should send their cover letter and resume to:

Attn: Board of Directors, Hiring Committee – Sarnia-Lambton Native Friendship Centre, 233 Lochiel Street Sarnia ON N7T 4C9 or by e-mail to ed@slnfc.org

CLOSING DATE: November 27, 2018 @ 4:00PM

Persons of Indigenous ancestry are encouraged to apply

We appreciate all submissions; however; only those under consideration will be contacted for an interview

SLNFC is an equal opportunity employer and provides accommodation for job applicants in accordance with the Human Rights Code