



# Employment Opportunity



## Joint Executive Director

Koala Place Child and Youth Advocacy Centre

&

Victim Services of Stormont, Dundas, Glengarry and Akwesasne

### Background

Koala Place Child and Youth Advocacy Centre is a child-friendly and child-focused Centre in which multidisciplinary professionals provide services to children and youth who have experienced sexual abuse, physical abuse, domestic violence and maltreatment. The goal is to provide a comprehensive, seamless response to child abuse, Koala Place provides an approach to service in an environment that minimizes trauma and fosters healing.

Victim Services of S.D.G. & A. is a non-profit organization dedicated to providing assistance to individuals who have been victimized as a result of a crime or tragic circumstance. Our agency works in partnership with police as well as emergency and other community-based services to ensure victims receive the help they need to assist them in the development of their personal path to recovery.

### Duties and responsibilities

The Executive Director must demonstrate a high level of commitment and energy to oversee the day-to-day operation of two challenging and demanding programs and is required to represent and promote both organizations.

#### Administration:

- Complete reports, record and track statistics and funding transactions as required by the funding sources
- Prepare for, attend and participate in Board Meetings and Committee meetings and follow-up as required.
- Develop, coordinate and implement the delivery of specific services/initiatives in accordance with mandate, procedures and guidelines provided by funding sources.

#### Human Resources:

- Develop and implement HR strategies, policies, practices and programs for employment, recruitment, retention, motivation, compensation, and employee development.

#### Public Relations:

- As spokesperson for the joint agencies - build public awareness of the role of both agencies in supporting victims, children, youth and families across the region.
- Work cooperatively, as part of a team, with the Board of Directors, police, emergency services, staff members, volunteers and community partners.

#### Fundraising and Grant Writing:

- Develop, maintain and execute a dedicated plan for fundraising, in collaboration with the Chair and the Executive Committee.

#### Government Relations:

- Initiate and maintain positive government relations at all levels: federal, provincial, regional and municipal.

#### Finance:

- Work with the Board of Directors to develop the annual budget, and monitor program specific budgets.
- Work with the Bookkeeper to provide accurate and comprehensive quarterly statistical reports as required by the funding source; present quarterly statistics reports to the Board of Directors.

**The Ideal Candidate would possess:**

- A Post-Secondary Education in a related field such as Public Administration, Justice or Social Sciences and a minimum of 5 years experience in a senior leadership position.
- Experience / knowledge about: the criminal justice system, programs and services for child/youth victims of crime and community support services.
- Excellent communication and organizational skills and ability to multi-task, set priorities and meet deadlines.
- Strong interpersonal skills and ability to maintain good working relationships with volunteers, staff and a broad range of community social service providers.
- Financial management skills related to the budget process and statistical collection
- Successful fundraising and grant writing experience
- Bilingual – English and French
- Proficient in computer applications
- Experience in networking, advocacy, and building alliances.
- An acceptable Criminal Record Check and vulnerable sector screening.

**Salary:** An annual salary of \$70,000 based on experience and qualifications.

Please forward your resume no later than **June 7, 2019** to:

**ED Selection Committee**

Email: [ctaylor@sl.on.ca](mailto:ctaylor@sl.on.ca)

117 First Street East, Cornwall, ON K6H 1K8

Fax: 613-938-8420

***We thank all applicants but only those selected for an interview will be contacted.***