



Program Director – 1 FTE

Indigenous Model for Developing Employment & Economic Success (IMDEES)

Operating from an Indigenous world view, the IMDEES Program Director will lead, manage and coordinate IMDEES program operations and all fiscal responsibilities for the IMDEES Program. Working as part of the Management Team of VNFC, the Program Director will report directly to the Executive Director. This position will also provide daily clinical and Team supervision, leadership and support to staff within the IMDEES Project, and will ensure that the work of the Team is well integrated and managed to the benefit of the client/community member served.

DUTIES: (include the following and not limited to)

- Provides vision and direction to VNFC IMDEES Program and staff for the programs and services through planning, development and implementation of strategies that support the direction and priorities of the program and VNFC.
- Participates in the development of the overall educational pedagogy of the program and contributes to planning, decision-making and administration, and communicates the vision and strategic and annual plans to VNFC Management, Advisory Board and Stakeholders.
- Defines short and long-term plans that set out specific programming and budget cash flow objectives.
- Promotes a culture of collaboration, participant focused, and quality programs and services.
- Ensures and support academic quality and integrity in the planning, development, staffing, delivery and evaluation of all programs and services.
- Leads and participates in the development and implementation of policies and procedures regarding instruction participant services, operations and management for the assigned portfolio, and where appropriate, for the organization.
- Embraces an innovation model to develop and programming and services that will meet present/future market demands.
- Cultivates and maintains networks with government, business, industry associations, and academic communities (including First Nations organizations) to develop new relationships and expand existing partnerships that help create, grow or fund the market for other programs and services.
- Develops, approves and monitors the operating budget for the assigned portfolio and any related contract budgets. Prepares budget and variance reports on a quarterly basis.
- Develops and implements the assigned policies, processes and systems to ensure financial and administrative accountability including compliance with VNFC standards.

Knowledge, Skills and Abilities:

- Strong entrepreneurial and business development skills and a commitment to innovation.
- Demonstrated ability to achieve priority objectives within an environment of changing demands, requirements, and opportunities.
- Sound knowledge of professional training and development methods and a demonstrated history of involvement in the Indigenous communities in advanced education, public training institutions, and community agencies.
- Proven leadership and negotiation skills and a demonstrated ability to be a strong advocate.
- Strong budget planning and financial analysis skills.
- Excellent interpersonal skills with the ability to work collaboratively with a wide range of internal and external communities and stakeholders including a multi-cultural, diverse and often multi-barriered participant population.
- Excellent oral, written and presentation communication skills.; administrative, planning and organizational skills.
- Demonstrated program management skills with the ability to solve problems and resolve conflicts.
- Familiarity and commitment to the social purpose of education and training.
- Commitment to a participant-focused environment.
- Recent Vulnerable Sector Criminal Record Check to be provided

EDUCATION AND EXPERIENCE:

The successful candidate will possess a combination of education and experience that satisfies all or most of the following:

- Bachelor's degree in management, business, or related field; completion of secondary school and 5+ years of experience or college diploma in a related field and/or 5 years' experience in management and experience working and networking with industry partners in a leadership role.
- Experience supporting traditional ceremonies and cultural practices
- Experience working with Indigenous communities and/or non-profit organizations.
- Experience managing a federally funded contract and all reporting requirements
- Experience with MS Office, Outlook and SharePoint.
- Valid BC Class 5 driver's license and access to a reliable vehicle.

SALARY: \$32.00 – 35.00/hour (depending on experience)
HOURS: Monday – Friday 35 hours week; evening hours may be required
TERM: Funding contract term

Please submit your resume and cover letter attention to:

Ron Rice, Executive Director

(by mail / fax / email to admin@vnfc.ca or in person)

No phone calls please, only those selected for interviews will be contacted.

An eligibility list may be established.

Closing Date: Jan. 2, 2019 at 4:30 pm

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry.