



CONAYT FRIENDSHIP SOCIETY

PO BOX 1989, 2164 Quilchena Avenue
Merritt, BC, V1K 1B8
Phone: 250-378-5107



EXECUTIVE DIRECTOR

Conayt Friendship Society is looking for a highly qualified and motivated individual for the position of Executive Director.
TYPE: Full-time / 37.5 hr work week

The Conayt Friendship Society is a registered non-profit community-based organization located in downtown Merritt BC. The Society has a longstanding commitment to *improve the quality of life and adjustment to urban life for Aboriginal people*. The Society is governed by eight (8) Board of Directors elected from the membership at large. The mandate of the Conayt Friendship Society is to build community bridges, increase awareness and support the retention of Aboriginal culture. The Society's programs and services address individual and family issues, build a positive community image and initiate activities that foster community support and participation.

KEY PRIORITIES:

- The ideal candidate will be a proven Aboriginal leader with a history of strong leadership in program planning, community, and organizational development with broad experience in the following:
- Plan, oversee, implement, and monitor the long term, general and day-to-day operations, including financial administration.
- Build capacity, fundraise, and sustain effective partnerships with stakeholders at the local, provincial, and national levels.
- Working closely with Board of Directors' committees and full Board of Directors
- Preparing monthly written and financial reports for the Board of Directors meetings
- Manages all staff and human resource functions.

REQUIREMENTS:

- Must possess a minimum of an undergraduate degree in a relevant discipline (Public Administration, Business Management); or
- Must possess a relevant work history that would show experience and the abilities needed to manage a non-profit organization
- Excellent and proven leadership and senior management experience within a community service organization.
- Comprehensive understanding of the issues facing the diverse Aboriginal community, understanding and familiarity with First Nations history, culture, organizations, and infrastructures.
- Demonstrated ability to work with a Board governance structure to support and implement the values and decisions of a Board.
- Possess superior oral and written communication skills.
- Able to pass a criminal record check
- Have a valid BC Drivers and reliable vehicle
- Reside locally in Merritt, BC or willing to relocate to Merritt, BC

A competitive salary and benefits package will be negotiated with the successful candidate. Interested individuals should forward a resume, cover letter, and three (3) work related references by mail, email, or in person to the attention of the:

Program Director
Conayt Friendship Society
2164 Quilchena Avenue
Box 1989, Merritt, BC V1K 1B8
programdirector@conayt.com

We thank all candidates for their interest and regret that only those candidates who are short listed for interviews will be contacted. Closing date for applications: Position open until filled.