

South Shore Family Resource Association

Job Posting for Executive Director

The South Shore Family Resource Association is looking for an Executive Director. Resumes with cover letters will be accepted for this position until May 21, 2024.

Responsibilities:

- The Executive Director is responsible for the management and supervision of four family resource centres located in Digby, Lunenburg, Queens, and Shelburne counties.
- The Executive Director is directly accountable to the SSFRA Board of Directors.
- The SSFRA Board of Directors supervises and provides support to the Executive Director.
- The Executive Director is responsible for the implementation of policies and work plans at the operational level.
- Primary duties for operations include but are not limited to:
 - Strategic planning
 - Budget management
 - Policy development
 - Administration of federal and provincial grants
 - Grant writing
 - Supervision
 - Partnership development
 - Promotion of programs and services
 - Program evaluation.
 - Occupational Health and Safety policies and procedures
 - Emergency preparedness

Qualifications:

- Degree or Diploma in a community related field and/or 5 years' experience in the management and delivery of community programming in the non-profit sector.
- Must be proficient in Microsoft Suite and online applications such as Google Drive, Zoom and Drop Box.
- Education and experience in trauma informed workspaces, reflective supervision will be considered an asset.
- Must have a valid driver's license and reliable vehicle for travel between counties.

Salary: \$25 per hour, 40-hour work week. Other benefits are available and will be discussed at the interview.

Start Date: TBD

How to Apply:

By Mail: South Shore Family Resource Association
ATTN: Hiring Committee
821 King Street, Unit 11
Bridgewater, NS
B4V 1B7

By Fax: (902)543-1828

By E-Mail: sfraboard@bellaliant.com

The South Shore Family Resource Association is committed to being a workforce that is free of discrimination and values equity, diversity, and inclusion. We encourage all qualified applicants who self-identify as Indigenous, Black/African Nova Scotian, Persons of Color, Newcomers, Persons with Disabilities, 2SLGBTQIA+ to apply and self-identify.