



## MÉTIS COMMUNITY SERVICES SOCIETY OF BC

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*Metis Community Services is a non-profit Society that is recognized and empowered by the Metis citizens of the Central Okanagan to provide holistic services that ensure the health and well being of the Metis Community!*

Metis Community Services Society of BC (MCSBC) – 147 Park Road, Kelowna BC, V1X 3E3

Executive Director Position Description

Executive Director (Full-time, Permanent)

### ***Job Description***

The primary goal of MCSSBC is to support and build capacity through timely and effective programming for Metis children, youth, and families so that they can live with love, honour, dignity, and respect knowing they belong to a strong, proud people with a unique heritage and cultural identity.

The Executive Director oversees all aspects of the day-to-day operations of the Society. The Executive Director will provide supervision and direction to managers, supervisors, and staff across 3 locations, and a variety of programming. They will work closely with key personnel to ensure the smooth operation of human resources and financial matters, and with the Board to develop and maintain effective and timely policies and processes for the overall health of the society and its work. With an operational budget of over 1.2 million dollars, and 20-25 staff, MCSSBC has programs to support families from early years education (with a focus on Metis history and culture), to family support and preservation, to mental health and counselling services, with the intention to expand into health and wellbeing services more generally. The Executive Director is also an important liaison with funders, other Aboriginal organizations, and other government offices; working constructively with these partners, the Executive Director promotes the sustainable operation of the society and seeks new opportunities for MCSSBC to serve the Metis community. Reporting to the President & MCSSBC Board of Directors, the Executive Director is responsible for overall management and operation of the Society and protection of the organization's financial assets while ensuring compliance with board directives and applicable grantor, federal, and provincial requirements.

### **Essential Duties and Responsibilities**

The Executive Director is responsible for overall operations, asset protection, and marketing/public relations for MCSSBC- a non-profit aboriginal community services organization. The incumbent also:

- **ACCOUNTING:** Oversees all accounting functions including those necessary for auditing, budgeting, financial analysis, capital asset, property management and payroll in accordance with generally accepted accounting principles and all other applicable rules and guidelines.
- **HUMAN RESOURCES:** Handles all aspects of human resource management for up to 30 employees including but not limited to hiring and termination, developing position descriptions,

setting compensation, working with employees, Interior Health supervisors, and applying BOD approved employee policies and benefits in accordance with federal and provincial requirements; regularly supervising MCSSBC staff.

- Interacts with other personnel and organizations, such as Interior Health, Kelowna Metis, Friendship Center, WFN, and other Aboriginal Organizations and affiliated nonprofits and sponsors in regard to matters affecting MCSSBC.
- **FUND RAISING:** Is responsible for grants and contracts management including negotiating agreement terms that reflect the needs of MCSSBC, coordinates with BOD to finalize agreement terms; monitors progress of agreements and maintains agreement documentation to ensure fulfillment of agreement terms including receipt and expenditure of funds.
- Assists in the development of current and long-term organizational goals and objectives as well as policies and procedures for MCSSBC operations. Establishes plans to achieve goals set by the BOD and implements policies, subject to approval by the Board of Directors.
- Analyzes and evaluates vendor services, particularly for insurance, employee benefits and management of MCSSBC funds, to determine programs and providers that best meets the needs of MCSSBC and makes recommendations to the Board, as appropriate; negotiates services, terms and premiums and executes contracts with benefit plan providers, supply and service vendors, auditors and consultants; manages payroll and benefits programs.

### ***Core Competencies***

To perform effectively in this position, the individual should demonstrate the following competencies. These core competencies represent effective administration of MCSSBC and its programs fulfilling MCSSBC's mission.

**Management:** Maintains effective systems of internal controls to account for all receipts and expenditures of funds. Develops options available to the board for using corporate resources to support the MCSSBC. Manages staff and staff performance.

**Job Knowledge:** Understands the technical aspects of managing a non-profit organization; provides advice to its Social Workers and staff directly and/or solicits guidance from experts. Understands the duties and responsibilities of the position and keeps job knowledge up-to-date. Works to promote MCSSBC and achieve its goals.

**Initiative in fulfilling the goals of the organization:** The executive director recognizes and brings to the attention of the Board issues that affect the organization, and implements plans to reach organizational goals as determined by the Board of directors. Displays initiative in developing action plans and resolving problems as they occur, in consultation with the Board.

**Communication:** Communicates effectively with multiple audiences using a variety of formats. Examples include: written communications that clearly outline the situation and action items; presentations and briefings to staff, the board of directors and other parties; presenting at local meetings and to outside groups regarding a variety of issues affecting MCSSBC.

**Dependability:** Seeks increased responsibility while remaining conscientious, thorough, accurate, and reliable with respect to achieving the organization's goals. This includes being available and responsive to issues and concerns as they arise.

### ***Education and/or Experience***

No specific education required. However, the executive director must possess skills, knowledge and qualities which may result from formal education or at least three years experience in business, non-profit operational and financial management, or related areas. Lived experience of Metis and other Aboriginal Communities is an essential asset.

***Physical Demands***

While performing the duties of this Job, the executive director is regularly required to sit, stand, walk, speak, and hear. The position requires extensive computer use so the employee must have sufficient hand dexterity to use a computer keyboard and be capable of reading a computer screen. The employee must occasionally lift and/or move up to 10 kilograms. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to perform the essential functions.

***Travel***

The executive director must be able to travel to attend conferences, training and other events as required to acquire and maintain proficiency in fulfilling the responsibilities of the position.

***Work Environment***

The work environment is across three locations in Kelowna, BC, with the main office located in the Rutland area.

Salary: negotiable

Benefits: Comprehensive dental and extended healthcare plan; On-site parking; Company and community events

Schedule: 8 hour shift, Monday to Friday

COVID-19 considerations: MCSBC has developed a safety plan to support a graduated re-opening of our facilities and programs. (These plans are guided by the Provincial Health Office and Worksafe BC). We have also developed modifications to offer key supports through a “work from home” regime as required.

***To apply:*** Please send a resume, and the names and contact information for three references to [reception@mcsbc.org](mailto:reception@mcsbc.org) . Review of applications will begin on Oct 19, 2020 and continue until the position is filled.