



Nova Scotia Native Women's Association

JOB DESCRIPTION

JOB TITLE: Interim Director of the Jane Paul Indigenous Women's Resource Centre (JPC)

REPORTS TO: The Nova Scotia Native Women's Association (NSNWA) Executive Director

POSITION OVERVIEW: The JPC Director is responsible for the successful leadership, management, and operations of the JPC according to the strategic direction and policy set by the NSNWA Board of Directors.

RESPONSIBILITIES/DUTIES:

- Develop and implement JPC strategic and operational plan in collaboration with the NSNWA Executive Director.
- Oversee the planning, implementation, and evaluation of the JPC's programs, services and special projects ensuring that they contribute to JPC's mission and vision and reflect the priorities of the Board.
- Oversee the operation of the JPC.
- Manage staff and maintain staffing needs to support the programming of the JPC.
- Leads by example creating a supportive and healthy workplace culture.
- Keep NSNWA Executive Director updated on the internal and external issues that affect the JPC.
- Establish a positive, healthy and safe work environment in accordance with applicable legislation and regulations.
- Ensure that personnel, client, management files are maintained and securely stored to ensure privacy and confidentiality are maintained.
- Working with the Executive Director and Human Resources manager the incumbent will recruit, hire, supervise and develop employees. This includes undertaking annual performance reviews.
- Build and maintain working relationships with JPC staff, NSNWA staff, the Board of Directors, partners, and clients.
- Secure adequate funding for the operation of the JPC which includes researching and writing funding proposals.
- Public speaking, media relations and preparing presentations.
- Work closely with Cedar House Housing Director and staff to provide programs and services.

- Work with NSNWA Executive Director and Finance to prepare a comprehensive budget, manage expenses, meet all reporting requirements, in accordance with the financial agreements and approved budgets.
- Keep current on all relevant offerings and services and update them on the programs and services of the JPC.
- Represent the JPC at various community activities, meetings and committees.
- Implement and uphold all organizational policies and procedures. Ensure all new policies and procedures are reflective of the needs of the JPC clients.
- Develop and implement a self care plan to help you manage stress and develop strategies to use when faced with workplace stressors.
- Adapt and respond to the changing needs of the clients and develop program and services to meet those needs.
- Create and environment that supports harm reduction trauma informed care.

QUALIFICATIONS

- Experience working with charities and/or social enterprises.
- Strong analytical, decision making and problem-solving skills.
- Negotiation and mediation skills.
- Strong computer literacy skills including experience working with MS Suite; Word, Excel and video communications such as Zoom etc. and other office equipment.
- Time management and ability to meet and manage short and competing deadlines.
- Ability to work independently and be a self starter.
- Ability to effectively communicate in both oral and written form paying attention to details and accuracy.
- Ability to work with a culturally diverse clientele demonstrating awareness, empathy and sensitivity.
- Excellent social skills.
- Ability to operate with diplomacy, tact, empathy, respect, honesty, and integrity.
- Ability to lift objects safely up to and including 50 pounds.
- Valid driver's license, reliable vehicle, and the ability to travel throughout the province including overnight stays.
- Criminal Record Check, Vulnerable Sector and Child Abuse Registry

Resumes can be submitted to:

humanresources@nsnwa.net