



Employment Opportunities Director of Programs and Services

Full-time Position

Salary Range: \$60,000-\$65,000

Three year term with possibility of extension

Ka Ni Kanichihk Inc. is a nonprofit, community based; Indigenous lead human services organization that provides a range of Indigenous identified programs and services that focus on the wholeness, wellness and that builds on the strengths and resilience of Indigenous People.

Director of Programs and Services

The Director of Programs and Services is a key member of the Senior Leadership Team in the organization. As an experienced, dynamic, creative and self-motivated professional you endeavor to grow our organization through managing quality programs and services. In this role you thrive on creating positive change, making decisions based on information, establishing measurable and repeatable performance to maximize effective use of resources and assist in meeting program and service requirements in a sustainable manner. You are someone who has the confidence of your colleagues as being supportive, accountable and as having the power to predict the future, or performs that way because you're so good at anticipating what is needed.

The main focus of this position requires direct management and supervision of staff. This means that you are a strong manager who is articulate and detail-oriented along with exceptional organizational and prioritization skills with the ability to regularly act independently and make decisions based on analysis and critical thinking. You are able to handle sensitive situations in a mature and confidential manner. You smoothly handle your role under the pressure of frequent interruptions and changes in priorities. As the Director of Programs and Services you are resourceful, efficient, and detail-oriented with focus of creating a multi-faceted and innovative environment that will enhance the wellbeing and cultural identity of our participants and community. You are an exceptional writer, loves maintaining the smooth flow of work life, is exemplary at managing people and programs, is a whiz at keeping things on track and always meets deadlines. You are also able to multi-task and work in a fast paced and busy environment.

Competencies:

- **Coaching** – engages in structured employee supports and works for excellent employee performance
- **Managing Performance** – identifies employee strengths and challenges, provides direction and follow up, support
- **Innovative** - able to think outside the box in order to develop creative and new solutions and supports
- **Accountability** - takes ownership of personal and employee workload, meets deadlines, excellent attendance
- **Project Management** – sets goals, objectives, work plans, delegates, manages budgets and deliverables
- **Fiscal and Resource Management** – manages Human Resources, materials and supplies, budgets, projections
- **Strategic Thinking** – analyzes and interprets the strategic directions, vision, mandate, values, objectives
- **Research and Analysis** – uses information, finds opportunities, secures funding
- **Time Management** – balances a myriad of tasks, meets deadlines, prioritizes duties
- **Communication** – excellent written and verbal ability, proposal and report writing experience
- **Collaboration** – creates and foster an environment of sharing ideas, working with other organizations, team participation



Qualifications:

- Post-Secondary education in a relevant field or equivalent combination of education and experience
 - At least three (3) years of direct management or supervisory experience
 - Experience in developing community based programs and forming community partnerships
 - Ability to manage programs inclusive of planning, administration, staffing, and reporting
 - Cultural proficiency
 - Experience in designing, implementing, evaluating and reporting on Project Management
 - Extensive case management experience
 - Experience in managing, coaching and supporting diverse teams
 - Ability to read, analyze and interpret detailed reports, financial documents, funding agreements and prepare and/or review draft communications
 - A well-defined sense of diplomacy, including sound judgment and the ability to maintain a high level of confidentiality
 - Attention to detail with the ability to follow through and deliver results in a timely manner
 - Deeply attuned to, and aware of, the executive strategic goals and objectives and supports with their achievement through sound judgement and decision making
 - Ability to manage multiple projects and tasks under tight deadlines
- Superior computer skills with MS Office software, particularly Word, PowerPoint, Publisher, Excel, Outlook and very conversant with social media platforms.

Candidates are required to provide a current Criminal Record Check, Child Abuse Registry Self-Check, valid driver's license, access to a vehicle and a clear driver's abstract.

Ka Ni Kanichihk is committed to achieving employment equity, therefore encourage applicants to self-declare in Cover letter if Indigenous (*First Nation includes Status, Treaty or Non-Status, Metis and Inuit*).

Cover Letter and Resume for this position will be received up to **Friday, February 08, 2019 at 4pm.**

Please forward your Cover letter and Resume to:

Fiorina Pasquarelli
Human Resource Administrator
Ka Ni Kanichihk Inc.
455 McDermot Ave.
Winnipeg, MB R3A 0B5
Fax # (204)953-5824
Email: fpasquarelli@kanikanichihk.ca

Ka Ni Kanichihk thanks all applicants, however only those selected for an interview will be contacted.