

Job Description

Cowichan Women Against Violence Society

Position: EXECUTIVE DIRECTOR

Functional Responsibilities

The Executive Director is responsible for the overall coordination and supervision of programs operated by the Cowichan Women Against Violence Society ("CWAVS") and for the overall operation and administration of the Society itself.

Operating Responsibilities

Leadership:

- Promote healthy staff relations that reflect feminist leadership principles
- Promote an environment in which staff take responsibility and are accountable for the creation of excellence in service
- Within the hierarchical structure of the organization the Executive Director will practice collaboration and transparency in all dealings throughout the agency

Administration:

- Ensure communication flows among the programs, the Steering Committee and the Board.
- Report all Board decisions to Steering Committee members and ensure compliance throughout the Society.
- Ensure coordination of the Steering Committee and submit, in conjunction with the Steering Committee, reports to the Board of Directors.
- Assist the Board of Directors in policy development for the Society as a whole and facilitate adherence to the Society's Constitution, philosophy, policies and procedures.
- Supervise and evaluate the Society's program supervisors and any relevant administrative staff.
- Coordinate and participate in hiring, orienting and evaluating staff..
- Act as primary Society negotiator of contracts with funding bodies, with assistance from program supervisors and staff as necessary.
- Ensure proper administration of all record keeping and service delivery obligations of the Society, including those relating to program, financial, budget, and operational areas, in keeping with all legal and contractual obligations undertaken by the Society

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Community Relations:

- Be a resource person for the community and the Society, including paid / volunteer staff.
- Work, in conjunction with the Board, Steering Committee and Program staff, to develop strong links and good public relations with community agencies.
- Coordinate public education and speaking engagement priorities and relevant community committee participation.
- Facilitate communication with other feminist organizations concerned with violence against women.

Facilities:

- The Executive Director may need, in emergency, to fill in for any Program Supervisor.

Accountability

The Executive Director:

- Reports to the Board of Directors of CWAVS and acts as the communications and supervisory link between the Board and the paid and volunteer staff.
- Adheres to constitution, philosophy, policies and procedures of the society.
- Strive to create trusting, respectful and supportive relationships with other program and agency staff.
- Represent the society positively and professionally within the community.

Qualifications

The Executive Director must have:

- A Master's degree in a directly related field or equivalent gained from a combination of direct experience, training and education.
- Minimum 3 – 5 years' recent experience in direct administration of a multi-program agency.
- Strong feminist analysis of violence against women and direct counselling experience with survivors from a feminist perspective.
- Satisfactory criminal records check.

- Proven ability to work both independently and collaboratively in a program environment, as well as working cooperatively and collaboratively with other community agencies.

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- Proven ability in coordination/supervision of support staff.

The Executive Director will also:

- Have experience in non-profit society and women's organization environments.
- Have excellent communication skills, both verbal and written.
- Have proven ability to supervise volunteer staff and to work cooperatively with service providers in the community.
- Be personable, flexible and self-directed; and, have superior group facilitation skills.

Classification:

- This is a 4/5 (28 hours per week) position with full benefits package.
- Regular employee status will be granted after successful completion of a six-month introductory period.
- Salary range: Commensurate with experience