



Director of Family and Seniors Services

(Internal/External Posting)

We are looking for a high energy, creative and experienced Director of Family and Seniors Services to join our Senior Leadership Team at Frog Hollow Neighbourhood House. This is an exciting opportunity to work with one of Vancouver's leading edge community service organizations.

The Director of Family and Seniors Services is responsible for overseeing the management and development of Frog Hollow's family support, settlement programs (excluding youth settlement), and seniors' programs. This position also coordinates our CAPC "Families Branching Out" coalition. The Director of Family and Seniors Services reports to the Executive Director, is part of the Frog Hollow Senior Leadership Team and also shares responsibility for supporting the culture of the organization, based on our values. This position also shares responsibility for overall community development and community events at Frog Hollow Neighbourhood House.

Responsibilities:

- Providing strategic leadership to family support, non-youth settlement, and seniors services to plan, organize and implement program delivery;
- Overseeing the financial management of all areas of responsibility, including budget development and monitoring, cashflow submissions, monthly statements, and completing contract amendments as necessary;
- Managing human resources, including supervising, mentoring, team building and arranging for staff development for staff in areas of responsibility;
- Developing programs, writing grants and evaluating programs in areas of responsibility;
- Liaising with the Public Health Agency of Canada (PHAC) regarding workplans, budgets, and contract management;
- Coordinating the PHAC CAPC coalition and facilitating coalition "Family and Staff Team" meetings;
- Building, developing and maintaining effective relationships with funders, community partners and other service providers as the leader and key contact person in areas of responsibility;
- Participating on the Senior Leadership Team at Frog Hollow and contributing to the overall culture, strategic direction, community development initiatives and community events within the community.

Your qualifications should include:

- Post-secondary education in community development, non-profit management, child and youth work, social work, or similar discipline, preferably at a graduate level - an equivalent combination of education and experience will be considered;
- Experience overseeing programs in a non-profit, community based setting;
- Collaborative leadership style with experience supervising and inspiring multiple staff;
- Strong organizational, critical thinking, leadership, conflict resolution, and communication skills; ability to multitask and meet deadlines; demonstrated ability to make sound judgements and decisions;
- Demonstrated skills in financial administration, program management, implementation and evaluation;
- Ability to professionally represent an organization publicly, including sustaining partnerships with local schools, community organizations, and funders;
- Exceptional administrative skills, including grant contract management and report writing;
- Proven expertise in a multicultural setting; experience working with a diverse range of employees, volunteers, community members including children, and families of all cultural/ethnic backgrounds, religions, cultures, sexual orientations, abilities and economic levels;
- Excellent written and verbal communication skills in English, a second language an asset;
- Ability to communicate inter-culturally and comfortably in a fast-paced, multicultural setting.

Hours: 35 hours/week

Start Date: ASAP

Salary: Commensurate with experience and education

Excellent benefits and support for professional development. ANHBC is an equal opportunity employer. We place a high value on diversity and encourage qualified individuals from all backgrounds and identities to consider applying for the position. Our comprehensive compensation and benefits package reflects our commitment to our staff and their families.

Please apply by **email only** with subject line "Director of Family and Seniors Services" to Gary Dobbin, gdobbin@froghollow.bc.ca, by **Monday, March 9th @ 5pm**. No phone calls, please. Only short-listed candidates will be contacted.