

# Aboriginal Friendship Centre of Calgary

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## Executive Director

### Description

The Executive Director will be responsible for leading, organizing and overseeing the daily operations of the **Treaty 8 Urban Office**. This role will ensure that the organization is well-coordinated and productive by managing the daily processes, and effectively leading and coaching staff. The role will involve working in collaboration with the Board, the Treaty 8 Urban Office team and management and in developing and maintaining strong relationships with all Treaty 8 Urban Office stakeholders.

[Click here for more details](#)

### Responsibilities

Summary of required competencies:

- Advanced ability to exercise appropriate judgment, as well as political and organizational acumen
- Advanced ability to manage a diverse group of employees using strong leadership and interpersonal skills
- Advanced ability to build and maintain mutually beneficial relationships with other organizations and with Treaty 8 Urban Office stakeholders
- Demonstrated commitment to improving performance and achieving challenging goals
- Advanced ability to communicate effectively both verbally and in writing, with all levels of stakeholders, while carefully adapting the message to suit the audience
- Advanced collaboration, negotiation and consensus building skills
- Advanced ability to carefully consider the implications and impact of decisions across time and on the organization and stakeholders
- Advanced ability to stimulate and actively initiate change in the organization
- Working knowledge of Treaty 8 cultural protocols
- Working knowledge of community resources of the participating Treaty 8 Nations members
- Working knowledge, respect and sensitivity for Indigenous culture, and a commitment to supporting Treaty 8 families to strengthen and achieve a healthy level of well being
- Advanced knowledge of the Child, Youth & Family Enhancement Act and other child centred legislations
- Advanced knowledge of prevention/early intervention services and best practices, mental health issues and services, and 'A Child's-First Initiative' resources

### Qualifications

- Master of Social Work Degree (MSW) preferred, with at least 10 years experience in a leadership role in a non-profit organization, other Degrees will be considered.
- At least 5 years front line experience working with children, youth and families
- In-depth knowledge of developing constitution & legislation for treaty 8 nations
- Experience in implementing a resiliency-based curriculum
- In-depth knowledge of constitution & legislation for treaty 8 nations
- A proven track record in implementing Prevention programs for adults and youth
- Fluency in an Indigenous language and working with Indigenous communities will be considered an asset
- A satisfactory Criminal Record Check including Vulnerable Sector and Child

### Employment Type

External

### Job Location

Edmonton

### Date posted

April 3, 2019

### Valid through

April 12, 2019

Intervention (Welfare) Check- current within three months

## **Contacts**

Closing date: **April 12th, 2019**

A current resume and a cover letter outlining your interest in the role and your skills, attributes and experience as related to the position, and salary expectation to be forwarded to Human Resources at **ckachur@treaty8.org**

Please include the title of the position you are applying to in the subject line.

**\*\*Please note that only those selected for an interview will be contacted\*\***

Thank you for your interest.

<http://www.treaty8.ca/>