



Okanagan Nation Transition Emergency House

22- 650 Duncan Avenue West

Penticton, B.C., V2A 7N1

250-493-4902

JOB POSTING

EXECUTIVE DIRECTOR

The Okanagan Nation Transition Emergency House (ONTEH) is committed to providing accommodations and shelter to women and their dependent children experiencing domestic violence, with a variety of services that encourages empowerment, anti-violence, restoring family unity, safety, and wellness within a safe environment.

The position requires an in-depth understanding of women's issues, the non-profit sector, and a desire to influence the anti-violence issues. The Executive Director is entrusted with the fulfillment of the mission, vision and strategic priorities of the organization.

The Executive Director is responsible for the overall administration and development of the organization consistent with the ONTEH mission, mandate, and vision. This includes but is not limited to implementing policies, procedures, fiscal oversight, proposals, grants and funding opportunities, program development and evaluation, human resources management, community relations, and working collaboratively with the ONTEH Board of Directors to ensure and executing the strategic direction and continued success of the organization.

The challenging responsibilities of this position will appeal to the professional who possess:

- Post-secondary degree or diploma in Human Services, Psychology, Business Administration or Community Services, or equivalent;
- Supported by a minimum 5 years of demonstrated senior management experience, preferably within a First Nations environment;
- Demonstrated knowledge and/or experience working with Indian Residential School Survivors Society and/or Intergenerational Survivors;
- Knowledge and experience in preparing operating budgets, financial administration and expenditures;
- Knowledge of and/or direct experience working with trauma- informed care, crisis intervention, domestic violence, and supportive programs and services;
- Experience and knowledge of human resources management and practices;
- Grant writing, proposals, and fundraising knowledge and experience;
- Proven ability to provide strong leadership and guidance;
- An ability to maintain effective relationships with internal and external contacts;
- An ability to develop and work collaboratively as a team;
- An ability to communicate effectively with service recipients, staff, board members, community members, funding sources and stakeholders;
- Strong organizational skills, the ability to set and manage priorities and meet deadlines;
- Perseverance, resilience, an attention to detail and a strong desire to succeed;



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- The ability to adapt, undertake multiple tasks and respond appropriately to changing priorities;
- Good computer skills with Microsoft Office (Word, Excel, Outlook, etc.);
- Must have transportation, valid driver's license, and applicable vehicle insurance;
- Acceptable background check and criminal record review;

In accordance with and pursuant to Section 42 of the B.C. Human Rights Code, preference will be given to Indigenous applicants.

If you possess the necessary qualifications and skills, please forward your cover letter and resume, in strictest confidence, by Wednesday, January 4th, 2023, to:

Adam Alexander & Associates
c/o Bill Gallis, Principal
Human Resources Management Consultants
968 Nicola Street, Kamloops, B.C., V2C 2R9
Email: bgallis@telus.net
www.adamalexander.ca

Please quote Executive Director in the subject line.

"People Make the Difference"