



## **Executive Director (Full-time, Contract)**

### **About SISA:**

Saamis Immigration Services Association (SISA) has been in existence since 1988. The association's mission is to assist in the integration, adjustment, and resettlement of immigrants and refugees in the community of Medicine Hat, providing a support system that fosters an individual's needs in an environment of equality and dignity.

### **Primary Duties and Responsibilities:**

#### **1. Leadership**

- Participate with the Board of Directors in developing a vision and strategic plan to guide the Organization.
- Identify, assess and inform the Board of internal and external issues that affect the Organization.
- Act as a professional advisor to the Board of all aspects of the Organization's activities.
- Foster effective teamwork between the Board and the Executive Director and between the Executive Director and the staff.
- In addition to the Chair of the Board, act as a spokesperson for the Organization.
- Conduct official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate.
- Represent the agency at community activities to enhance the Organization's community profile.

#### **2. Settlement Management**

- Oversee the day-to-day client services to ensure that our clients receive the proper assistance from all our programs.
- Participate in the arrivals of Government Assisted Refugees (GARs).
- Manage the front line settlement services planning and delivery.
- Monitor the progress of high need families in coordination with the settlement team.
- Work with the settlement staff to develop a needs-based settlement plan.
- Provide settlement and program support when needed.
- Participate in monthly staff meetings.

#### **3. Programming Planning and Management**

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the Organization.
- Ensure that the operation of the agency meets the expectations of its Clients, Board and Funders.
- Oversee the efficient and effective day to day operation of the Organization.

- Draft policy for the Board's approval, prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes to the Board as appropriate.
- Ensure the personnel, client and volunteer files are securely stored, and privacy and confidentiality are maintained.
- Provide support to the Board by preparing meeting agendas and supporting materials.

#### **4. Program Planning and Management**

- Oversee the planning, implementation and evaluation of the Organization's programs and services.
- Ensure that the programs and services offered to contribute to the Organization's mission and reflect the Board's priorities.
- Monitor, maintain and improve the day-to-day delivery of the programs and services.
- Oversee the planning, implementation and evaluation of unique projects.

#### **5. Human Resources Planning and Management**

- Determine staffing requirements for organizational management and program delivery.
- Oversee the implementation of the human resources policies and procedures; be proactive in developing job descriptions for all staff.
- Establish a positive, healthy and safe work environment by all appropriate legislation and regulations.
- Work with the Human Resources Personnel to interview, select, and recruit staff with the right technical and personal abilities to further the Organization's mission.
- Ensure that all staff receive an orientation and that appropriate training is provided.
- Implement a performance management process for all staff, including monitoring the team's performance on an ongoing basis and conducting an annual performance review.
- Coach and mentor staff as appropriate to improve performance.
- Discipline staff when necessary using appropriate techniques; release staff when necessary using proper and legally defensible procedures.

#### **6. Financial Planning and Management**

- Work with staff and the Board to prepare a comprehensive budget.
- Work with the Board to secure adequate funding for the operation of the Organization.
- Research funding sources, oversee fundraising plans and write funding proposals to increase the Organization's funds.
- Participate in fundraising activities when appropriate.
- Approve expenditures within the authority delegated by the Board.
- Ensure that sound bookkeeping and accounting procedures are followed.
- Administer the funds of the Organization according to the approved budget and monitor the monthly cash flow.
- Provide the Board with comprehensive, regular reports on the revenues and expenditures of the Organization.
- Ensure that the Organization complies with all legislation covering taxation and withholding payments.

## **7. Relations and Advocacy**

- Communicate with stakeholders to keep them informed of the Organization's work and identify changes in the Organization's community.
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians and other organizations to help achieve the Organization's goals.

## **8. Risk Management**

- Identify and evaluate the risks to the Organization's people, property, finances, goodwill and image; implement measures to control risks.
- Ensure the Board and the agency carries appropriate and adequate insurance coverage.
- Ensure that the Board and staff understand the terms, conditions and limitations of the insurance coverage.

## **9. Other**

- Lead monthly staff meetings.
- Provide settlement and program support when required.

### **Qualifications and Experience:**

- A bachelor's degree in a related field is required.
- Master's in related graduate education will be preferred.
- Experience in management, team building and financial responsibility.
- Possess strong oral and written communication skills in English.
- Be flexible to work irregular and extended hours as required.
- Skillful negotiation ability.
- Demonstrated leadership and strategic thinking abilities.
- Demonstrated ability to coordinate and manage multiple projects in a fast-paced, highly professional environment.

### **Compensation:**

- A competitive compensation package will be provided, including excellent benefits. Salary range between \$80,000.00 to \$90,000.00 per annum. Further details will be discussed in a personal interview.

### **Health and Safety:**

- Work in compliance with the OH&S Act and Regulations and abide by the SISA's health and safety policies and procedures.
- Ensure that the equipment, materials and protective devices prescribed and regulated (OHSA) are provided and maintained in good condition.
- Apply health and safety regulations and policies.
- Maintain a safe working environment.
- Ensure classes run in a safe, efficient manner.

**Accountability:**

- Adherence to policies and regulations of SISA.
- Accurate and timely reporting.
- Performance appraisal and ongoing quality control by SISA's Board of Directors.

**Suitability:**

- Experience and Training
- Suitability Criteria
- Physical Requirements
- Travel requirements
- Transportation of Clients
- Overtime and/or shift requirements
  - Regular office hours with occasional evening and weekend commitments
  - To support newcomer clients and volunteers, SISA staff is strongly encouraged to collaborate and be involved in SISA's events and celebrations. Employee's participation in such circumstances is on a volunteer basis.

**Submission Details:**

Please submit a cover letter and resume, including the names of three professional references.

Applicant's are encouraged to apply as soon as possible. The position will remain open until a suitable candidate has been hired.

This position will require the successful candidate to present a valid Criminal Record Check and an Intervention Record Check.

**Reply To:**

**Saamis Immigration Services Association**  
**Attention: Dr. Richard Northcott, Board Chair**  
**E-mail: jane@saamisimmigration.ca**

**How to Apply:**

All qualified candidates are encouraged to apply.

Only applicants being granted an interview will be contacted. All others are thanked for their interest.

If applying by email, please send your cover letter and resume as an attachment in either .doc, .docx, or .pdf formats (only).