

Internal / External Employment Opportunity
August 23rd 2021
150 King Street
Peterborough, ON



Nijkiwendidaa Anishnaabekwewag Services Circle

Counselling Services for Indigenous Women and their Families

The Council of Directors invites qualified individuals to submit the following as a PDF to express their interest in the position of Executive Director at NASC.

- **Resume**
- **Cover letter**

Opening: August 24th 2021

Closing: Until filled

Start Date: October 1st, 2021

Email Application package to nijboard@gmail.com

Subject: ED Application

Attn: Council of Directors

About Us

Nijkiwendidaa Anishnaabekwewag Services Circle (NASC) is a registered charitable organization incorporated on June 22, 1994 under the Corporations Act of Ontario.

NASC is dedicated to the development and delivery of healing services for Anishnaabekwewag (Indigenous women) and their families who have experienced violence, or are at risk of experiencing violence. Therapeutic healing work is conducted through the use of Anishnaabe practices, blended with community-centred and client-centred methods of healing.

NASC offers healing support to community members in all life stages, beginning with the healthy development of infants and children, youth who are experiencing the Canadian child welfare system, through to adulthood. NASC also supports those experiencing homelessness, and provides long-term and crisis counselling services.

In addition to the City of Peterborough, NASC supports the County of Peterborough, Haliburton, the City of Kawartha Lakes, Northumberland County, and the Durham Region; the First Nations of Curve Lake, Hiawatha, Alderville and Mississaugas of Scugog Island First Nation.

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Description

The Executive Director (ED) is responsible for providing the leadership and direction required for the on-going support for those accessing services. The ED is also responsible for successful management of Nijkiwendidaa Anishnaabekwewag Services Circle (NASC), consistent with the strategic direction outlined by the Council of Directors. The Executive Director must establish themselves and NASC as a visible, supportive and active presence in the community.

Position Responsibilities

Leadership and Relationships

- Maintain positive relationships with employees, the Council of Directors, the community and other partners.
- Lead through example, coaching and mentoring staff and volunteers.

Operations and Facilities Management

- Supervise and participate in the development, execution, and assessment of NASC's services, ensuring they reflect the mission/vision set by the Council of Directors.
- Work collectively with the Council of Directors to provide knowledge and expertise in the development of organizational policies, procedures and capacity.

Human Resource Management

- Create a supportive and safe working climate for all employees and volunteers that is in accordance with laws and regulations.
- Oversee a performance management system that monitors staff performance, which includes annual performance reviews for all employees.
- Manages the human resources of the organization to meet programming needs.

Financial Administration

- Directly oversee all financial activities related to the annual and day-to-day operation of NASC.
- Partner with the Council of Directors to secure sufficient funding for the operation of NASC through proper research and preparation of funding plans and proposals.

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Position Requirements

Formal Education and Certification

- Bachelor's Degree from an accredited college or university in a related field or applicable organizational or cultural expertise

Knowledge and Experience

- Must be an active and engaged member of an Indigenous community.
- Must possess an in-depth understanding of an Indigenous culture and way of being.
- Must possess an in-depth knowledge of Indigenous community needs, solutions, trends, and gaps.
- Multi-year experience in managing a non-profit community resource-based agency, preferably within an Indigenous organization is an asset.
- Must have multi-year experience in a senior management role.
- Experience in initiating, strategically planning, implementing, and evaluating programs and services.
- Ability to speak an Indigenous language is considered an asset.

Personal Attributes

- Strength-Based and Solutions focused approach to problem solving.
- Leader. Positively influence others to meet and exceed goals that are in the best interests of the organization and the community.
- Flexible. Work irregular hours and some weekends when required.
- Ability to manage multiple projects/tasks at once: set priorities, develop a personal schedule, record goals, and track progress.
- Strong interpersonal skills, including an ability and motivation to work and interact with a variety of people, and experience and success in motivating and managing volunteers and staff.