



Job Posting

Position Title:	Executive Director	Competition Number:	2019-NON-02
Reports To:	Board of Directors	Union:	N/A
Closing Date:	Tuesday, May 21, 2019 at 12:00pm		

Position Overview

At Wequedong Lodge, our Employees are dedicated to ensuring a safe, comfortable and culturally appropriate environment for our clientele. Established in 1984, the mandate of Wequedong Lodge is to provide accommodations, including meals, translation, transportation and referral services to First Nations (on and off reserve), Metis and Inuit clients accessing medical care in Thunder Bay. Wequedong Lodge is a non-profit corporation which is governed by a volunteer Board of Directors.

We are currently looking for a dynamic individual who has experience supervising employees within a unionized environment to join our growing team. Wequedong Lodge requires a new Executive Director. The Executive Director’s main duties will include program development and administration, which will allow for optimal use of organizational finances, staffing and resources. The Executive Director must have prior work experience working in a Unionized work environment and take a leading role in long-term fiscal management of the corporation as well as strategic planning.

Wequedong Lodge offers a competitive salary that will commensurate with education and experience as well as an excellent benefits package.

Qualifications

The Executive Director must possess:

- A four-year university degree; preferably in Business, Indigenous Studies or a related field. An equivalent combination of education and experience may also be considered.
- A minimum of ten (10) years’ experience working in either a not-for profit or for profit organization in a senior leadership position.
- Strong working knowledge of fiscal management, including creation and ongoing review and management of annual budgets, business finance, capital funding, contracts and partnerships.
- The ability to be bondable for purposes of signing authority and delegation of financial resources.
- Proven managerial and supervisory capabilities in a unionized environment with solid negotiation and investigation skills.
- Sound working knowledge of human resource policies and procedures.
- Capacity to read, interpret and apply Collective Agreements, labour laws and benefit plan agreements.

- Sound working knowledge of federal and provincial legislation applicable to non-profit organizations, including: Canada Labour Code standards, human rights, occupational health and safety, charities, CPP, EI, Health Benefits program, Employee Pension Plan, etc.
- Working knowledge of the required standards of residential care and to uphold these standards in the provision of services to clients
- Experience working with Indigenous people in a Hospitality care setting as a supervisor would be considered an asset.
- Proficient working knowledge of computers and of their practical work applications (Word processing, Email, Internet and information dissemination).
- Excellent communication (verbal and written), organizational, problem solving and evaluation skills.
- Ability to work effectively under stress and be able to meet deadlines.
- Fluency either in Ojibway, Oji-Cree or Cree would be an asset.
- An understanding and appreciation of Indigenous culture.

Duties and Responsibilities

1. In conjunction with the Board of Directors and employees develop Strategic Plans at five (5) year intervals to identify and diversify the program objectives of the organization
2. Identify, assess and inform the Board of Directors of internal and external issues that affect the organization.
3. Establish working relationships and collaborative arrangements with community groups, funders, politicians and other organizations to achieve the goals of the organization.
4. Primary contact for the organization for all media and external inquiries.
5. Approve expenditures within the authority limit delegated by the Board of Directors.
6. Work with Management employees and the Board of Directors in the preparation of the annual budget.
7. Administer funds according to the approved budget and to monitor the monthly cash flow throughout the fiscal year.
8. Conduct official correspondence on behalf of the Board of Directors when required, and jointly, when appropriate.
9. Represent the organization at community and regional events in order to enhance its profile.
10. Implement an evaluation process for management and frontline employees, which will allow for ongoing monitoring, including annual evaluation reviews.
11. Recruit, interview, and select employees for management positions.
12. Assist in the development and implementation of human resources policies and procedures, including job descriptions for employees in conjunction with the Management Team.
13. Research alternative source(s) of funding, oversee the development of fundraising plans, write funding proposals, and to participate in fundraising activities, as required.
14. Communicate with and inform the leaders of Political Tribal Councils and communities of the organization's activities on a regular basis.



15. Ensure that Management employees receive orientation and training relative to the organization's mandate and to their job classification.
16. Anticipate and respond to client needs, which will either meet or exceed their expectations.
17. Work cooperatively and effectively with others to set goals, resolve problems, and make decisions conducive to the organization.
18. Primary contact for Labour Management Relations Committee (LMRC) meetings and Bargaining Negotiations.
19. Assist in the preparation of Board meeting documentation, including the agenda.
20. Act and be compliant to findings of Workplace Inspections within required time frames.
21. Contribute to team effort by accomplishing related results as needed, complete special projects and other related duties deemed essential by the Board of Directors.

Direct Reports

- Financial Administrator
- Human Resources Manager
- Lead Supervisor
- Maintenance Manager
- Executive Secretary

Application Requirements:

Interested candidates may apply by mail, email or fax. Your application should include the competition number (2019-NON-02), your cover letter, resume and three (3) references and may be submitted in confidence to:

Attn: Wequedong Lodge Selection Committee
C/O TrendLine Consulting Services
154 - 1100 Memorial Avenue
Thunder Bay, ON P7B 4A3

Fax: (807) 623-3773

Email: trendline@tbaytel.net

Wequedong Lodge is an equal opportunity employer and provides accommodation for job applicants in accordance with the Human Rights Code and the Accessibility for Ontarians with Disabilities Act.

Accommodations are available on request for candidates taking part in all aspects of the recruitment and selection process. To make a request, please contact trendline@tbaytel.net.

While all responses are appreciated and will be handled with the strictest confidence, only those being considered for interviews will be acknowledged.