

POSTING



DEPUTY EXECUTIVE DIRECTOR Permanent Full Time (35 hours per week)

Employment & Immigrant Services

The Deputy Executive Director (DED), Employment & Immigrant Services provides strategic and operational leadership for Options Community Services (OCS) Employment and Immigrant Services. The DED, Employment & Immigrant Services is responsible for ensuring that these service areas are supported, running smoothly, and are strategically positioned to be competitive and successful.

The DED Employment & Immigrant Services supervises Managers/direct reports to ensure that terms of funding contracts/agreements for all Employment and Immigrant Services programs, projects and initiatives as well as the Goals and Objectives of OCS are met. This position provides recommendations and input for the preparation of annual and long range plans; develops and implements initiatives related to emerging needs and trends; and develops proposals for funding. The DED Employment & Immigrant Services works in partnership with the Executive Director and Executive Team (E-Team) as well as OCS's broader Leadership Team and will lead according to OCS's culture and values of diversity, integrity, collaboration, excellence, and resourcefulness.

KEY DUTIES AND RESPONSIBILITIES

- Reporting to the Executive Director, the DED, Employment & Immigrant Services, is responsible for leading a comprehensive array of employment services including oversight of two WorkBC Service Centres, and a diverse continuum of services for immigrants, refugees, temporary foreign workers, international students, and naturalized citizens.
- Provides effective and inspiring leadership of OCS by being actively involved in all assigned services.
- Contributes to the development and implementation of OCS Strategic and Operational plans.
- Participates as a member of E-Team, Leadership Team, and at Board meetings.
- Participates in OCS co-ordination and management functions, program development and accreditation preparation and maintenance.
- Maintains strong working knowledge of local, provincial and federal priorities, programs, community trends, resources and a broad range of employment and immigrant services.
- Maintains effective relationships with government, stakeholders, service partners, volunteer community groups and other community organizations to coordinate the provision of services, foster partnerships and collaboration.
- Represents Employment and Immigrant Services and OCS in the community and participates in service-related and/or community based committees as required or appropriate.
- Provides funding reports, PQI reports, and contributes to ED reports to OCS Board as required.
- Ensures financial integrity and accountability of all Employment Services & Immigrant Services Programs/Projects/Initiatives and that managers are administering and monitoring program expenditures within existing budget allowances and guidelines. Makes, budget recommendations and changes to Executive Director as needed.
- Shares responsibility and is responsible for providing support to Employment Services & Immigrant Services Management staff with managerial duties.

NOTE: Applicants not selected for an interview will not necessarily be notified.

Options Community Services Society is an equal opportunity employer committed to hiring a diverse workforce.

Posted: 05/10/2019

OCS Posting #:A21349

Core Competencies:

- Ethics, Integrity, Confidentiality, and Trust:
- Accountability and Dependability
- Communication
- Valuing Diversity and Inclusion
- Cooperation/Teamwork/Collaboration
- Client Focus

QUALIFICATIONS

Education, Training, and Experience:

- Skill and knowledge usually attained by successful completion of post graduate degree;
- At least 10 years' experience in a senior management/leadership role, preferably in the non-profit sector;
- Experience in strategic planning and project management;
- Solid knowledge/experience working collaboratively within community and in partnership with other organizations, groups and various levels of government;
- Exceptional leadership and management skills - leading to inspire and motivate teams;
- Passion for the Society's Mission, Vision and Values;
- Leads by example, demonstrating strong administration skills in establishing and meeting goals and objectives, budget preparation and control and effective utilization of human and fiscal resources;
- Strong capacity for thinking strategically and turning thoughts into action;
- Excellent coaching and interpersonal skills with an innate knack for negotiation;
- Ability to work independently, yet able to build effective and collaborative working relationships with teammates, individuals, families, volunteers, stakeholders and the community.

Additional Information:

- Effectively managing challenging, emergency, and time sensitive situations that may be stressful at times is a requirement of this role.
- This position requires limited work outside the standard office hours.
- This position requires valid B.C. driver's license, use of a personal vehicle and ability to obtain required business insurance coverage.
- Employer must maintain confidentiality, and be sensitive and respectful of cultural and lifestyle diversity among clients, coworkers and the community.

* An eligibility list will be maintained for up to 6 months.

CLOSING DATE:

Resumes will be reviewed starting [May 17, 2019] but the posting will remain open until filled and will close without notice.

PLEASE APPLY TO:

Christine Mohr, Executive Director
Options Community Services Society

Email: Christine.mohr@options.bc.ca

No phone calls please.

Please include a cover letter clearly indicating the posting number [#A21349] and outlining your qualifications and related experience for the position.

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