



## STURGEON LAKE CREE NATION

[WWW.STURGEONLAKE.CA](http://WWW.STURGEONLAKE.CA) 780-524-3307 BOX 757 VALLEYVIEW, AB T0H-3N0

### EMPLOYMENT OPPORTUNITY

The Sturgeon Lake Cree Nation is seeking an individual that is passionate about the organization's vision and mission and is committed long-term to improving the lives of women, children, and families as the:

### **Women's Emergency Shelter Executive Director FULL-TIME PERMANENT**

The Sturgeon Lake Cree Nation Shelter for Women and Children is a 10-unit, 20 bed facility. The Executive Director (ED) is accountable to the Board of Directors for the overall supervision, coordination, and monitoring of multiple programs, multiple funders, and over 10 staff.

#### **ROLE DESCRIPTION:**

- Developing strategic partnerships and acting as the main spokesperson and liaison with media, funders, and local, provincial, and federal government departments and agencies in order to increase community awareness, visibility and credibility of Sturgeon Lake Cree Nation
- Responsible for the allocation of material and Human resources in a manner consistent with the organization's policies, partner agreements and to ensure the efficient and orderly delivery of programs and services;
- Ability to ensure compliance with all necessary provincial legislation (e.g., Societies Act, OH&S, etc.), federal legislation (e.g., Access to Information, Criminal Code, etc.), and other rules and regulations
- Ensuring Indigenous cultural and traditional values are incorporated in all programs, partnerships, and services; Knowledge and understanding of Treaty 8 history and local cultures.
- Ensuring adherence of daily activities and long-term operations of the organization to established policies, strategic vision, and legal guidelines, and support the board with critical and strategic thinking and planning
- Supporting front line workers engaging with each other, clients, and partners in respectful, culturally-responsive, trauma-informed, and strengths-based ways
- Leading the creation and implementation of an effective attraction, recruitment, retention strategy to build an effective staff and volunteer team whose life experiences, cultures, and languages reflect the community served;

#### **REQUIRED CAPACITIES:**

- Experience with non-profits and understanding of bylaws, policies, procedures, terms of reference, fiduciary duty, etc.
- Experience with women's shelters, family violence programming, healing programs. Knowledge of Government of Canada and Government of Alberta legislation and regulation pertaining to family violence.
- Awareness and regular scanning for research, provincial and national government action plans, etc. related to family violence, justice, policing, MMMIWG2S+, etc. and ability to identify and communicate trends and opportunities based on information gathered from multiple sources and over time
- Ability to create and read various budget statements (e.g., consolidated income statements, etc.)
- Self-directed and action-oriented with excellent strategic planning and project planning and management skills
- Understanding of setting and tracking performance measures
- Highly developed critical thinking, analytical, and problem-solving skills
- Ability to utilize computer software and applications including Microsoft Office Suite of programs
- Excellent verbal and written communication skills including writing government and other grant applications and reports and speaking about family violence through a trauma informed lens

#### **QUALIFICATIONS:**

- Post secondary education (diploma, certificate, degree, etc.) and work experience in the social or human science Fields
- Minimum five years management experience
- Valid Class 5 drivers license and reliable vehicle with appropriate insurance
- Clear Criminal Record Background with Vulnerable Sector Check and Child Intervention Record Check

**Closing Date: Friday, July 19, 2024**

Interested applicants are to email resume with cover letter, three references, and Clear Intervention Record Check and Clear Criminal Record Check (current within 6 months)

**ATTENTION:** Wendy Badger, Administration Coordinator  
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