

Job Posting: Assistant Executive Director

Details: 30 hrs/week **Rate range:** \$37-\$39 per hour **Location:** Main Street

ABOUT US: At Immigrants Working Centre (IWC), we work with newcomers to Canada, recognizing them as essential partners in the growth and prosperity of our city and country. For more than 30 years, our team has worked closely with newcomers to engage and support their full social, civic and economic participation in Canada. Learn more at www.iwchamilton.ca.

JOB SUMMARY: The Assistant Executive Director is a leader in program and fund development for the Centre, and supports the Executive Director in supervision and management of IWC programs, strategic planning, program development and stakeholder engagement.

Minimum Qualifications

- Post-secondary degree in Social Sciences, humanities, business or the arts
 - Minimum 5 years' experience as a senior manager in the Human and Social Services sector
 - Strong participatory leadership skills
 - Superior written and spoken English communication skills
 - Experience developing, implementing and evaluation programming for newcomers to Canada
 - Experience developing funding proposals and knowledge of funder expectations.
 - Experience managing budgets.
 - Strong understanding of the barriers to social and economic participation for newcomers to Canada
 - Understanding of anti-oppressive and anti-racist practice
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Duties and Responsibilities

(1) Fund Development & Maintenance/ Support the Executive Director in revenue diversification and generation activities by:

1. Completing funding proposals for new programs and renewal of existing programs.
2. Collaborating in partnership development for new programs to meet emerging needs.
3. Completing reporting requirements and/or delegating to senior managers as appropriate, and ensuring that administrative and reporting activities of Senior Managers are aligned with funder requirements.
4. Monitoring program statistics including, but not limited to, rates of program attendance and enrolment, program outcomes, and larger community trends and needs.

(2) Operational Leadership/ Support the Executive Director to supervise, administrate and oversee day-to-day service delivery and operations of the organization by:

1. Working with senior manager to review program needs, challenges and gaps and plan strategically for current and future programming
2. Collaborating to establish and implement procedures for program delivery, ensuring adequate administrative controls, quality and procedural efficiency and program evaluation measures.

3. Supporting Human Resources Manager in implementation of, and adherence to policies and procedures across program and services
 4. Collaborating with the Executive Director and Human Resources Manager to ensure that staffing and skills needs for the organization are met, providing input into determining staffing need for new and existing programs and developing job descriptions, and engaging senior managers in same.
 5. Supporting the development of job descriptions and definition of staff responsibilities and requirements, defining measurable performance objectives for employees.
 6. Participate in hiring activities, including screening and interviewing prospective staff. Perform training and orientation for managers if required.
 7. Maintaining a keen awareness of labour related issues and be familiar with the union contract under members of the bargaining unit work.
 8. Collaborating in the financial management of the organization through monitoring of program budgets, costs and needs and allocating resources appropriately.
- (3) **Strategic Leadership/** Support the Executive Director to define and progress on strategic objectives by:
1. Collaborating to ensuring all programs and services reflect the objectives of IWC and align with the organizations mission and values.
 2. Collaborating with the full management team to plan strategically for current and future programming to meet the needs of newcomers to Canada.
 3. Supporting the development of long-range organizational plans to project needed resources for long-term sustainability.
 4. Representing the IWC to the funder, in the community and at relevant meetings.
 5. Participating in monthly Board of Director meetings, providing updates and information on needs and trends at the service level if required.

How to apply:

Send a resume and cover letter to the Hiring Committee via email to IWCHiring@IWCHamilton.ca

Application deadline:

Friday, January 20 at 11:59 pm. Interviews may begin before the application deadline. Interested parties are encouraged to submit and applications soon as possible.

IWC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank all applicants for their interest, however only those selected for an interview will be contacted.