



OCT 5, 2020

Employment Opportunity | INTERIM EXECUTIVE DIRECTOR

Position Summary

In accordance with the Mission Statement and Guiding principles of First Nations' Emergency Services Society (FNESS) of British Columbia is responsible for providing the support to the Board of Directors (BODs). The overall management and direction of planning, human resources, operating programs, financial management, administration, community relations and committees. Ensures that all policies, procedures and activities (both operational and financial) meet BODs specifications, approved funding and budgets and legislative requirements.

Core Responsibilities

- ❖ Perform all duties and responsibilities in accordance with the job description herein, the FNESS' policies, standards and governing regulations, procedures and as directed by the BODs.
- ❖ Manage the affairs of FNESS in accordance with the Mission Statement and Guiding Principles of the Society
- ❖ Liaise with all levels of government and other organizations in support of FNESS. Responsible for maintaining good working relationships and promoting good public relations.
- ❖ Ensure FNESS is compliant with the laws of BC, Canada and any other regulatory body under which it conducts business (Work Safe BC Regulations, etc.).
- ❖ Report to the BODs on a regular basis all matters to enable them to meet their fiduciary duties.
- ❖ Review FNESS' Strategic Plan on an ongoing basis to ensure its relevancy. Reviews with Management and BODs identifies changes and makes recommendations, if required. Where available, secures additional funding to meet any new initiatives and community needs.
- ❖ Review ongoing risk management and development.
- ❖ As a team member provides leadership, support and direction to management and their programs, operations, finances, administration, human resources and activities.

Qualifications and Skills

- ❖ Emergency Response experience an asset
- ❖ Business and Finance Management experience
- ❖ Project Management experience may be an asset
- ❖ Motivational experience
- ❖ Public Relations and Marketing experience may be an asset
- ❖ Effective communication skills
- ❖ Experience working with all levels of government
- ❖ Proven experience working with Indigenous People; direct experience working within a First Nations environment may be an asset.

Interviews to be scheduled the week of October 25th, 2020

SALARY: Based on qualification and experience

**PLEASE SUBMIT A COVER LETTER AND RESUME TO BARBMORIN@GMAIL.COM
NO LATER THAN OCTOBER 23, 2020 AT 4:00 P.M.**