



Internal/External Posting #2017-39

Director, Programs and Services – Early Years Programs (Excluded)

This is a regular full-time position, reporting to the Chief Executive Officer, and is located at the King Edward site in Coquitlam.

Role and Responsibilities

- Ensures that appropriate and effective operational support and supervision is provided to programs and services staff in the delivery of its current programs, services as well as new initiatives within SHARE;
- Provides strong leadership to ensure that clients have the required services within the agency and in the community, when necessary;
- Cooperates with the management team in: operationalizing strategic priorities; program planning; compliance with all standards and policies; budget oversight and management; and collaboration with community stakeholders to secure services for our clients;
- Collaborates with SHARE's senior management team to ensure that the organizational vision is carried in service delivery systems that subscribe to the strategic direction of the organization as set by the Board of Directors and the CEO;
- Proposes and implements new initiatives; develops and implements action plans; conducts performance evaluations; and ensures that reports on all service and program areas are delivered within the timelines required;
- Strives to continue the tradition of SHARE's service excellence and inspires staff while leading by example.

Qualifications

- At least 5 years of leadership experience in the area of early childhood programs and services in a social and community setting; coupled with a Bachelor's or a Master's in a related discipline;
- Demonstrated expertise in strategic, action and financial planning; demonstrated successes in community building;
- Demonstrated knowledge of the day to day operations of early childhood programs and services in a non-profit is essential;
- Extensive working knowledge of all statutes as they relate to government funded initiatives and programs;
- Demonstrated ability to work with a variety of stakeholders, and build and manage relationships with MCFD, other agencies, other funders and related organizations;
- Experience in a unionized environment is preferred.

Compensation

- Salary commensurate with experience
- Benefits include 100% employer paid health and other benefits, including: life, long term disability and extended health and dental; four (4) weeks annual vacation; enrolment in the Municipal Pension Plan.

Please submit your resume and cover letter quoting posting number 2017-39 to:

Claire Maclean, CEO | claire.maclean@sharesociety.ca

SHARE is committed to equity and values diversity. We welcome applications from qualified individuals of all genders and sexual orientations, persons with disabilities, Aboriginal persons and persons of visible minorities.