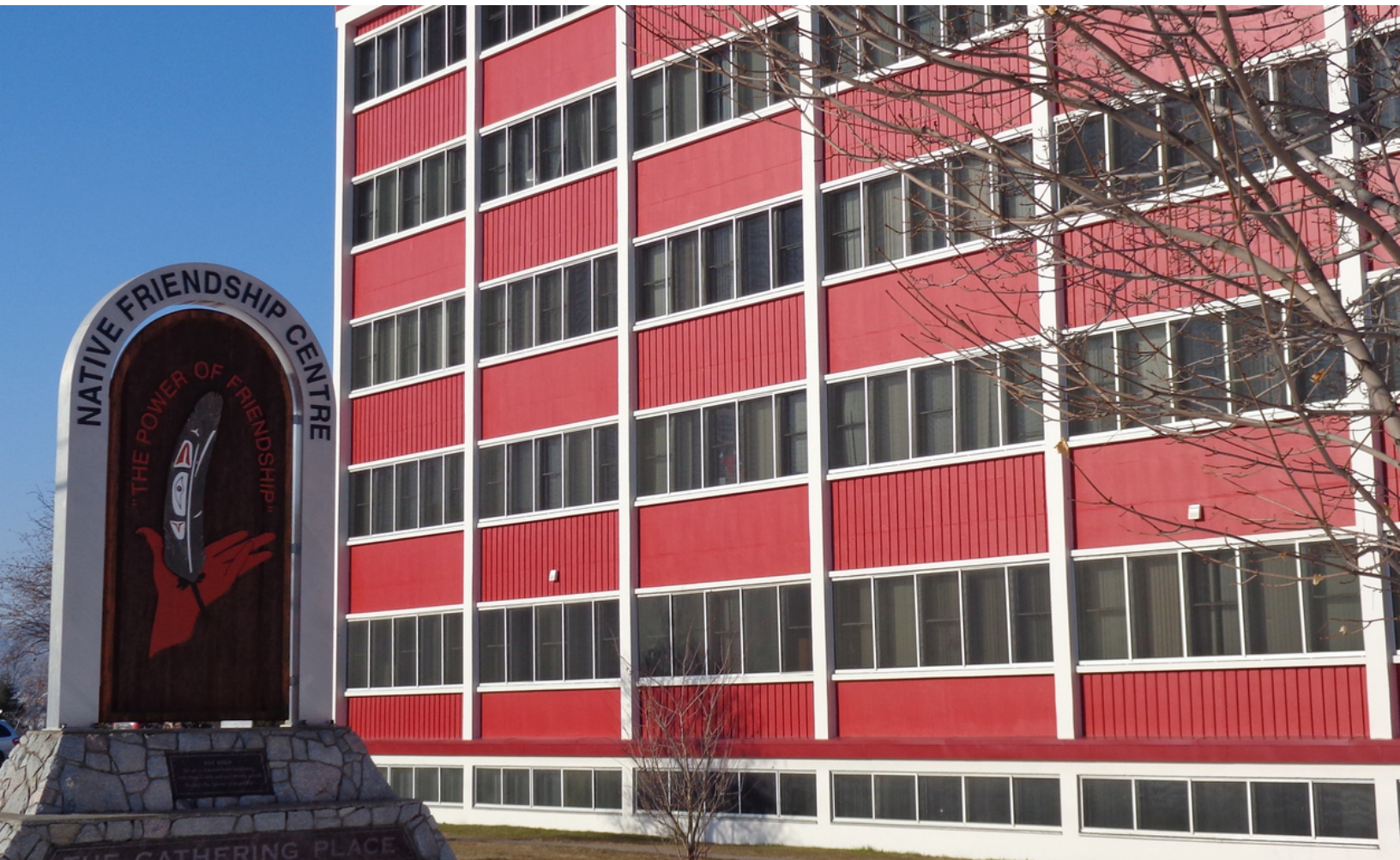




PATHWAYS
EXECUTIVE SEARCH



Assistant Executive Director
Prince George Native
Friendship Centre



Assistant Executive Director

The Prince George Native Friendship Centre (PGNFC) is looking for an Assistant Executive Director (AED) to support the long-term strategic goals, objectives, plans, and policies of the organization. The successful candidate will be a proven leader with a passion for wholistic and culturally based services that support urban Indigenous communities.

This newly created role will work closely with the Executive Director to manage and guide the organization toward its mandate and strategic objectives. The role is multi-faceted and requires a leader with strong organizational skills as they take on the necessary day-to-day operations of the organization and in the sustainability of staff, contracts, funding, and assets.

Critical to this work is extending a hand of friendship to all who walk through the organization's doors and helping those most in need. The PGNFC makes a tangible difference in the community every day with the organization's work continuously evolving to meet community needs. The new AED must bring a sense of excitement and hope for what they do as it's from this place of hope that the PGNFC can continue to be responsive to the voices of the community.

About the Organization

The Prince George Native Friendship Centre (PGNFC) is a non-profit, non-sectarian organization dedicated to servicing the needs of Indigenous people residing in the urban area of Prince George and improving the quality of life in its many communities.

The Friendship Centre Movement began in the 1950s and today represents a national network, united by the vision of a vibrant society that supports Indigenous peoples and a brighter future in Canada. There are 25 Friendship Centres located throughout BC, and more than 120 Friendship Centres located across Canada; all are community hubs, offering culturally safe programs and services and providing a welcoming space for all members of the community to share knowledge and connect with others.

The PGNFC delivers programs and services through a lens of reconciliation and has been serving the community since 1969. It continues to be one of the largest and busiest community-service delivery agencies in British Columbia and Nationally. Today, the PGNFC is a multifaceted organization employing approximately 250 people, offering a broad range of services to approximately 200,000+ "Friends of the Centre" annually and has the privilege of having many "Friends" come through its programs to become staff.

Not only is the PGNFC programming extensive, it is also culturally appropriate to meet the community's unique and diverse needs and offers a wide variety of services including educational, employment, health, and social programs that support the physical, emotional, mental, and spiritual well-being of Indigenous peoples in Prince George and surrounding areas.

MISSION

We are a dynamic and compassionate team facilitating individual, family, and community growth, well-being, and mutual understanding through the "power of friendship.

PROGRAMS

Today, the PGNFC operates in 17 locations in and around Prince George and offers more than 50 programs. For review the PGNFC's slate of programs and services, please visit [the PGNFC website](#)

About the Organization

2023 STRATEGIC PLAN

To ensure it continues to provide high-quality services and programs that meet the evolving needs of the Indigenous community, the PGNFC developed a new strategic plan in 2023, outlining the organization's goals, objectives, and strategies for the next several years. Through this plan, the PGNFC aims to build on its strengths and address the challenges it faces to continue to be a vital and effective resource for Indigenous peoples in Prince George and beyond.

The 2023 Strategic Plan identifies seven main goals under which fall specific themes and tactics. The goals and main themes are:

Goal #1
Staff Holistic Health/Wellness

Goal #2
Food Security

Goal #3
Succession Planning

Goal #4
Communication Strategy

Goal #5
Infrastructure (New - Maintaining Infrastructure)

Goal #6
Youth Support and Development

Goal #7
Celebrating Language and Culture



The Role

In this newly created role, the Assistant Executive Director (AED) is responsible for supporting the achievement of the long-term strategic goals, objectives, plans, and policies of the organization. The successful candidate will be a proven leader with a passion for wholistic and culturally based services that support urban Indigenous communities.

The Assistant Executive Director keeps current on all social issues, trends, research, and practice impacting the organization and is ready and willing to tackle significant issues through the PGNFC's ongoing work to advance the 94 TRC Calls to Action, The United Nations Declaration on the Rights of Indigenous Peoples, and the 231 MMIWG Calls for Justice.

The position is based in Prince George.

RESPONSIBILITIES

Reporting to and working in close collaboration with the Executive Director (ED), the AED will manage and guide the organization toward its mandate. The AED role is multi-faceted and requires strong organizational skills to lead and support the day-to-day operation of the organization and in the sustainability of staff, contracts, funding, and assets. Responsibilities include:

The Role (cont'd)

Board Relations

- Attend all Board, strategic and/or planning meetings, as required.
- Prepare, submit, and present verbal and written reports, monthly and as requested.
- Participate in discussions relating to planning, problem-solving and decision-making activities to support the ED in presenting quality information necessary for organizational decision-making.

Financial Management

- Maintain effective relationships with the Director of Finance and the Executive Director to ensure completion of all administration tasks and reporting relating to the approval and implementation of contracts, contribution agreements, budgets, and agreements.
- Demonstrate familiarity with financial statements, program spreadsheets, and expenditure projections, and ensure financial accountability and transparency of all financial practices within the organization.
- Work cooperatively with the Senior Leadership Team and the ED to oversee the preparation and submission of grant funding proposals, active in all discussions about funding agreement terms and conditions.
- Collaborate with members of the Senior Leadership Team to support fundraising efforts.
- Work with the ED to set financial targets on an annual basis, coordinate revenue generating activities, and diversify funding within the organization.
- Monitor PGNFC assets including capital assets, computers, vans, buildings, etc. in partnership with the ED.

Marketing, Public, And Media Relations

- Develop and implement enhanced marketing and public relations plans to create an awareness of the organization, particularly with funders and the community at large.
- Create and maintain a positive profile for all programs and services on behalf of PGNFC.
- Act, when authorized, as an official representative on committees and as a spokesperson at meetings and conferences.
- Act as the A/Executive Director in the absence of the Executive Director.
- Serve as the organization's formal liaison and contact person with community organizations, agencies, professionals, government officials, and the media, when delegated and/or in the Executive Director's absence, as appropriate.
- Foster pride and a positive image of the organization within the larger community.

The Role (cont'd)

Personnel Management

- Develop, maintain, and revise appropriate personnel policies and procedures, working with the ED and as part of the Senior Leadership Team.
- Develop and implement an Indigenous Recruitment Strategy including development and/or revision of Staff Policy and Procedures, Recruitment and Interview Panels, Onboarding, New Staff Orientation, Staff Performance Evaluation, Professional Development Plans, Compensation/Wage Equity Strategy, etc.
- Work collaboratively alongside Senior Leadership Teams, with direction from the Executive Director, to develop annual work plans and ensure that up-to-date and accurate program statistics and records are maintained.
- Schedule, facilitate, and participate in regular meetings of the Senior Leadership Team and Quarterly staff meetings.
- Contribute to the establishment and maintenance of positive staff morale, effective team building, and efficient personnel management systems and processes.

Service Management

- Oversee and support the organization's efforts around program and service design, implementation, and evaluation, ensuring programs and services are compatible with the organization's mission, goals, and objectives, and that program policies and procedures are aligned with community needs.
- Cooperate with the other members of the Senior Leadership Team to ensure the achievement of high-quality standards for all programs and services and provide rationale for continued funding and staffing of current program areas.





The Candidate

The Assistant Executive Director must have a history of demonstrated dynamic leadership and possess the following:

QUALIFICATIONS

- Master's Degree in in Political Science, History, Indigenous Studies, Public Administration, Health Sciences, or other comparable area of study is an asset. Equivalent combinations of relevant experience, education, and training will be considered.
- A minimum of five (5) years' experience working at a management level in a community-based, Indigenous social services sector organization.
- Extensive knowledge of culturally responsive programs and services provision in urban Indigenous communities.
- Demonstrated supervisory experience, at a management level in Indigenous-led approaches.
- Proven experience in proposal writing for the purposes of fundraising, and report writing on activities, strategic work plans, goals, and objectives.

The Candidate (cont'd)

QUALIFICATIONS (CONT'D)

- Demonstrated awareness, working experience, and knowledge of Indigenous history and culture, as well as a thorough understanding of the complexities of working with diverse populations.
- A sound understanding of not-for-profit organizations, especially within the Friendship Centre movement.
- Ability to develop and maintain strong relationships with local, regional, provincial, and national partners of the PGNFC.
- Demonstrated experience liaising with government personnel, Ministries, and funders.
- Professional communication proficiencies including presentation skills, writing ability, computer proficiency, and authentic interpersonal skills.
- A management style, leadership abilities, and decision-making and problem-solving skills that contribute to the establishment and maintenance of positive staff morale, effective team building, and efficient personnel management systems and processes.
- Demonstrated ability to model professional, ethical, and collaborative behaviours, consistent with the position.
- In-depth knowledge of the social-service sector, community-based programs and services, funding sources, community, and Board relations.
- Willingness to perform other duties and complete other tasks and activities, as assigned by the Executive Director and/or the Board of Directors.

Additional requirements include:

- Satisfactory Criminal Record clearances.
- Valid driver's license and driver's abstract.
- Willingness to work flexible hours, including on call, evenings & weekends.
- Participation in the "Weekend On-Call" rotation in response to critical incidents.



The Application Process

To learn more about this leadership opportunity, please submit a comprehensive résumé and cover letter in confidence to Pathways Executive Search.

The position offers a competitive compensation package with a salary range of \$145,000 - \$ 155,000. The position is open to all qualified applicants, although preference will be given to candidates of Indigenous ancestry.

Consideration of candidates will begin April 22nd, 2024, with a formal review by the recruitment committee May 27th, 2024. Recommendations, applications, or expressions of interest should be directed to the following members of the Pathways team:

Katy Gottfriedson-Jasper • Senior Consultant

Pathways Executive Search

Telephone: 250-318-6788

KatyGJ@PathwaysExecutiveSearch.com

Saxon Miller • Consultant

Pathways Executive Search

Telephone: 204-299-7054

SaxonM@PathwaysExecutiveSearch.com

Pathways Executive Search is a national recruitment firm offering Indigenous-focused professional services. With a mission to make recruitment and career journeys less challenging and more equitable, Pathways is guided by Indigenous values and principles of Indigenous inclusion, which underscore the capacity to build an inclusive process for all racialized and equity-deserving professionals.



About Prince George, British Columbia

The City of Prince George is situated on the traditional territory of the Lheidli T'enneh (Klate-lee Ten-eh) and their traditional lands cover much of the area from present-day Prince George to the Rocky Mountains. The word "Lheidli" means "where the two rivers flow together" and "T'enneh" means "the People".

Today, Prince George is a city of 74,000 people and is the largest city in northern British Columbia. It is a community with assets that include a university and college, affordable housing, well-paying jobs, and comprehensive transportation infrastructure. Prince George's highways and railways are complemented by an international airport and these vital transportation links connect residents and businesses, resources, and agricultural products to markets around the world.

The city has unparalleled access to outdoor recreation that contributes to its high quality of life and standards of living. The Fraser and Nechako rivers are focal points of an extensive park and trail system and there are more than 100 parks and green spaces that comprise an area of about five times the size of Vancouver's Stanley Park. Other attractions include five ski hills within a two-hour drive from the city and many opportunities for year-round outdoor activities from camping to snowshoeing.