

## EXECUTIVE DIRECTOR – NAPI FRIENDSHIP ASSOCIATION

Reporting to the Board of Directors, this position provides overall leadership for Napi Friendship Association. This non-profit Society is situated in beautiful Pincher Creek Alberta at the base of the Eastern Slopes of the Majestic Rocky Mountains.

The Society's mandate is to provide programs and services to the Urban Aboriginal population and to those transitioning into the Urban Community.

The successful candidate will have the opportunity to work in a progressive and rewarding environment while performing the following duties:

- Recruitment and management of staff based on policy and procedures as established by the Board.
- Develop and maintain sound financial policies including budgeting, forecasting, proposal writing, etc.
- Act as program manager maintaining existing programs and developing new programming based on the a community needs assessment.
- Assisting the Board of Directors on issues involving governance and by-laws.

The successful candidate will have good communication skills (written and verbal); a valid driver's license; a criminal check; and at least 2 years experience in management. Preference will be given to those with educational management achievement. A combination of relevant experience, training and demonstrated leadership competencies may be considered. As well, knowledge of Aboriginal Culture (Blackfoot) would be an asset.

This position offers a competitive salary, (determined based on qualifications). Depending on circumstances, relocation assistance may be available.

We thank all candidates in advance who have applied, however only those selected for an interview will be notified. All other resumes will be kept on file for future consideration.

Deadline for application will be March 8, 2010

Please send application and resume to Board of Directors, Box 657, Pincher Creek Alberta T0K 1W0 You can email your application and resume to [pardl-0@hotmail.com](mailto:pardl-0@hotmail.com).