

Friendship House Association of Prince Rupert

"Serving the Community for over fifty years"

JOB POSTING

Position: Program Director
Term: Full Time
Wage: Negotiable
Closing Date: August 6th 2010

Overall Responsibilities:

- Work with the executive director to ensure success of current programs.
- Within Human Resources area work with staff; recruitment, training, reporting etc.
- Identify needs in the community and develop proposals to meet those needs.
- Ensure all reports are completed in required time and submitted to various sources.
- Programs are dependent on public or private funds, meticulous notes and documentation are expected.
- Attend meetings on behalf of the Association.
- Other duties as delegated by Executive Director.

Preferred Qualifications:

- Human Resources background/ experience.
- Experience working in the non profit sector
- Knowledge of our First Nations / Aboriginal culture of the north coast
- Great writing and research skills
- Excellent communication skills, strong computer skills
- Refined and well organized multi-tasking skills
- Able to interact with people in crisis and unpleasant environments and situations.
- Post secondary in organizational development, public administration, social field or related experience.
- Preference given if you have skills in acting, journalism, karaoke, great sense of humour, love cats, sings in a band, plays slow pitch, flag football and floor hockey and can tell a great story.

Please submit cover letter, resume and three local references to:

Farley Stewart, Executive Director

Friendship House Association of Prince Rupert

744 Fraser Street, Prince Rupert BC V8J1P9

If you have questions about the position direct them to Christine McMillan 250-627-1717 ext 29
We thank you for taking the time to submit a resume, we will be contacting only those we short list for an interview.