

Association for New Canadians is a non-profit, community based organization dedicated to the provision of settlement and integration services for immigrants and refugees.

Job Title: Director of Settlement Services
Location: St. John's, NL
Closing Date: Thursday, May 3, 2018 @ 5pm NST
Position Type: Full-time position, contractual to March 31, 2019
(Renewable annually based on funding and/or performance)

Reporting to the Executive Director, the **Director of Settlement Services** has overall accountability for operational leadership for programs and services designed to support the resettlement and settlement of immigrants to Canada. As a member of the Executive Management Team, this position provides the opportunity to link organizational initiatives with team goals and objectives by providing management and budgetary oversight on key programs. The position will also serve as the primary contact for community partnerships and stakeholder relationships.

Role and Responsibilities

- Participate on the Executive Management Team and contribute to annual business planning and organization initiatives;
- Provide management oversight for four teams delivering a diverse array of programming;
- Oversee the development of comprehensive proposals/grants to secure funding for new and existing programs;
- Develop team goals and indicators for service delivery in compliance with contractual requirements;
- Lead in the development of a work culture that enhances the team's ability to attract and retain quality employees and achieve operational success;
- Provide coaching and supervision to the reporting team leads offering a consistent approach to employment issues aligned with the organization's human resources practices;
- Conduct ongoing program and team evaluations to maintain a strong service delivery model and implement process improvements when necessary;
- Support the Executive Director in building and maintaining community and stakeholder partnerships;
- Working with the Finance Team, oversee the management of settlement programs' operating budget;
- Create and deliver presentations and position papers on behalf of the organization;
- Ensure relevant statistics and data are collected and reported upon consistent with contractual requirements; and,
- Write monthly, quarterly, and annual comprehensive status reports on programs and special projects.

Qualifications and Experience

- Relevant post-secondary degree with a minimum of 5 years' experience in program management;
- Experience in the planning and evaluation of program goals and objectives;
- Strong leadership skills focused on coaching and team building skills;
- Experience in conducting service delivery analysis and implementing process improvements;
- Ability to assess and respond to the changing needs of diverse cultures and newcomers to Canada;
- Significant experience in comprehensive report writing and funding proposal development;
- Skilled in relationship management with community partners and external stakeholders; and,
- Experience in identifying emerging issues and developing strategies for implementation within the organization.

Conditions of Employment

- Ability to travel across the province
- Valid class 5 driver's licence and access to own vehicle
- Flexibility to work outside of standard core hours (Monday to Friday, 9am-5pm)

Candidates selected for an interview will be required to submit a writing sample. Further qualifications may be assessed during the competition process.

Please email resume and cover letter detailing how your education/experience meet the duties/qualifications of the position to James Baker at ancjobs@nfld.net.

The Association for New Canadians values inclusiveness and is an Equal Opportunity Employer.

This position is subject to a satisfactory Certificate of Conduct and Vulnerable Sector Check from the Royal Newfoundland Constabulary

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

For more information regarding the Association for New Canadians, please visit <http://www.ancnl.ca>.