

Role Posting: **Community Leader/Executive Director**

Posted: March 23, 2020

Closing: April 12, 2020

Position: Community Leader/Executive Director

Location: L'Arche Comox Valley, Courtenay, BC

Duration: Permanent Full Time

Start date: May or June 2020

Salary: Commensurate with experience

Responsible To: L'Arche Comox Valley
Board of Directors & the Regional Leader

L'Arche Comox Valley is seeking an energetic, compassionate individual who is willing to lead our community for an initial mandate of 4 years, with the possibility for renewal at the end of that period. Best fit individuals are those who embrace growth and are excited about opportunities for change that will benefit the community. In addition to being overall responsible for identifying and delivering on opportunities to fulfill the mission of L'Arche and uphold the values and philosophy outlined in the Servant Leadership Model, the Community Leader also acts as Executive Director and therefore is responsible for ensuring adherence with government standards and directives and local community policies. The Community Leader ensures that adequate structures, systems, resources and processes are in place to meet the needs of the community. The Community Leader supervises other leadership team members and administrative staff, and must work closely with all stakeholders to manage the high-quality and person-centred care and well-being of the individual members of the local L'Arche homes and programs.

Location:

L'Arche Comox Valley is a vibrant, growth-oriented community that is well known in the area. We live in a beautiful, culturally rich environment surrounded by mountains and the ocean with a temperate climate. We currently have two buildings, Jubilee House and the I Belong Centre where people with and without disabilities live and work together. The I Belong Centre houses our offices, community gathering space, programs and six apartments for people living semi-independently. We have recently purchased a property that is in need of development. To learn more about our community, visit our website:

<http://larchecomoxvalley.org/>

Major Duties and Responsibilities:

- Develops and fosters a comfortable, welcoming and affirming community-building atmosphere.

- Ensures celebrations, traditions, spiritual practices and gatherings are inclusive and meaningful.
- Maintains community calendar that is well-balanced and reflective of members' pace.
- Maintains regular and consistent schedule of individual (supervisory) roles and goals meetings, coaching, team meetings, and circles of learning.
- Ensures adequate time and resources are designated so formation and training programs are of high-quality and kept up-to-date.
- Oversees (through assistant coordinator) local recruitment to ensure enough best-fit individuals are supporting the homes and programs.
- Ensures reviews, goals, individual plans and other support process are in place and effective.
- Reports to the Board and acts as a liaison between the board and the different levels of the L'Arche Federation.
- Works with government and other regulators to manage risk and fulfill reporting requirements.
- Represents L'Arche with family, funders, donors, other agencies and any other stakeholders.
- Supervises a committee to ensure maintenance and upkeep of physical home, vehicle(s), and all house equipment and supplies.
- Manages financial planning, budgeting and reporting to meet all requirements and preserve the financial health of the community.
- Leads and contributes to reviews and goal setting according to set processes
- Collaborates with leadership team members, community council, house leaders, the board, and other committee members.
- Supports regional, national, and international L'Arche initiatives.

Qualifications:

- **Must be able to legally work in Canada**
- Previous L'Arche experience (assistant, board member, volunteer, etc.) is an asset
- Post-secondary degree or certificate
- Experience in or knowledge about business administration/management
- Fluent in spoken and written English
- Clear police check including vulnerable sector screening
- Effective at decision making and able to apply good judgement

- Ability to delegate effectively and responsibly, with appropriate level of supervision.
- Ability to be flexible and manage the stress of multi-faceted responsibilities and management
- Ability to remain calm and provide focused and clear decisions and directives in times of crisis
- Ability to follow-through on commitments in a timely fashion
- Willing to present/facilitate large and small meetings, and in front of groups of people
- Excellent oral, electronic and written communication skills
- Open to learn and grow; able to give and receive feedback
- Ability to directly address tensions in relationships and model effective resolution practices.

How to Apply:

Please submit your resume, including a minimum of two references, along with a cover letter outlining your desire for and fit with this role by April 12th to Linda Filjak at: lfiljak@larche.ca

****The Selection Committee is actively involved in this hiring process as the global pandemic continues to unfold. All interviews will be conducted over Zoom to comply with social distancing directives.***