

JOB POSTING: Executive Director

Artemis Place Society is a small integrated alternative program in Victoria, BC which includes a Special Education Independent School (grades 10-12), Life skills, Counselling, and Child Care.

The Vision: students experience educational success, find their voice, fulfill their potential and have the power to achieve their dreams.

The Mission: holistic, social and emotional support and high school education to young women and trans-youth in a nurturing community; and, an enriched early childhood experience to children of young parents.

Artemis Place is looking for a creative, flexible and experienced leader to guide and navigate the organization through the next several years, delivering on the strategic plan and operational objectives. The ideal candidate is a caring, inspiring and a collaborative leader who is passionate about youth success, child development and dedicated to creating a safe, caring and inclusive community. Their work will be rooted in integrity, professional ethics and respectful relationships and they have the skills and expertise to collaborate with students, families, guardians, staff and volunteers. The Executive Director (ED) is responsible for the guidance and support of the Artemis Place culture and practices from a philosophical framework that is founded in feminist and attachment theory, trauma informed and decolonizing practice, and a harm reduction approach. The ED invests and commits to a framework for self-care and personal wellness, role modelling robust mental, emotional and physical health, and has strong, professional boundaries. Operational responsibilities include programming, finance, facility management, HR, Governance and they facilitate organizational success, and foster a positive culture and leadership development. As a non-profit organization, the ED is accountable to and works closely with the Artemis Place Society Board of Directors. We are looking for a candidate who is ready to make a 3+ year, and hopefully longer, commitment.

Leadership

- Build and maintain a shared vision across program areas and with the staff team
- Nurture the integrated programming and collaboration of the inter-disciplinary team
- Advocate for or represent Artemis Place within the broader community
- Stay up to date on research, community happenings and professional development opportunities to keep the program current, progressive and responsive
- Promote social justice by working to address barriers to youth and family success

Community and Team Building

- Development and maintenance of the safe, caring and respectful community
- Support staff in pursuing community building initiatives within the program
- Support opportunities for staff well-being and team building
- Contribute to the collaborative decision-making framework within the staff team
- Cultivate relationships with key stakeholders including government, social services, media, health care, justice, community professionals/partners and funders

Operational Administration

- Monitor and update policy/procedures to maintain program safety and sustainability
- Facilitate program planning, reporting and evaluation
- Supervise staff practice, including special education, counselling and case management
- Oversee Information Technology planning, work and expenses
- Monitor the service delivery of professionals, resource and other workers, volunteers, and practicum students
- Oversee facility administration, including lease agreement, inspections, utilities, repairs
- Ensure Health and Safety policies and practices are met
- Oversee staff recruitment, retention, benefits, performance reviews and pro-d
- Oversee marketing materials, publications and communications

Governance

- Collaborate with the Board of Directors on all policy changes and planning
- Ensure all Society legal and reporting obligations are met in a timely manner
- Support Board meetings and committee meetings of the Board
- Support AGM organization and ongoing Society Membership tracking
- Ensure compliance with relevant legislation and regulations

Financial

- Meet contractual requirements for MCFD and the Ministry of Education
- Manage all financial controls and reporting requirements, including year-end audit
- Create revise and take responsibility for annual and capital budgets
- Engage in fundraising initiatives as needed

Educational Administration

- Ensure school is following the Independent School Act
- Possibly fulfill Principal role of Artemis Place Secondary School
- Manage all communications and reporting with/to the Ministry of Education
- Facilitate inspections and follow up through the Independent School Branch, Min. of Ed
- Support and guide teaching team and school-based team
- Ensuring student records are maintained accurately and kept current

Preferred Qualifications

- Master's degree in relevant area, social work, education, child and youth care, counselling, etc
- BC School Teaching Certificate or eligible for an Independent School Teaching Certificate
- Training/certification in both social service/youth work and education
- Experience working with and supporting diverse children, youth and families
- Experience supervising youth workers and/or educators

- Previous senior leadership experience
- Experience working with a non-profit Board of Directors

Candidate Profile

- Consistent, fair and collaborative decision-maker
- Community builder, internal and external
- Advanced communication skills
- Creative and flexible thinker, adaptable to change
- Efficient and effective administrator, ability to multi-task amongst complex tasks
- Respectful, inclusive and an advocate for youth, families and the school community
- Self-aware, reflective with emotional intelligence
- Dedicated and demonstrated work ethic, integrity and transparency

We are committed to building a diverse, inclusive and accessible workforce and we welcome applications from all qualified job seekers, *from BIPOC, persons with disabilities, and 2SLGBTQ* communities. Artemis Place strives to work towards deeper understanding and competence with anti-racism and decolonization.

Compensation and Benefits:

Salary Range \$85,000 to \$95,000 plus benefits including 100% coverage of extended health and dental, Health Spending Account, EAP, RSP matching program, 6 weeks paid vacation taken during school closures, paid sick time, personal days and pro-d funding.

Start Date: June or July 2022

Position is on-site, full-time Monday to Friday with occasional evening or weekend requirements.

Closing Date:

Send cover letter and resume to Board@artemisplace.org by May 1st 2022