



CARIBOO FAMILY ENRICHMENT CENTRE

Strengthening the Quality of Personal, Family, and Community Life

[Cariboo Family Enrichment Centre \(CFEC\)](#) is looking for an ambitious executive leader with a deep care for empowering families and individuals to join our team of compassionate professionals as Executive Director.

Our Community: We are located on the traditional lands of the Tsq'escenemc (Canim Lake First Nation) within Secwepemcúlecw and is the primary service centre for the South Cariboo. Approximately 2,000 people live within the municipality, while roughly ten times this are in the greater service area, which includes the communities of 70 Mile House, 108 Mile Ranch, Bridge Lake, Canim Lake, Forest Grove, Lac La Hache, Lone Butte and Horse Lake, among others. The area is known for outdoor activities, including an extensive trail system for hiking, snowmobiling, cross country skiing, ATV riding, fishing, boating and camping.

Who We Are: The CFEC is a not-for-profit organization and registered charity which is committed to providing free high-quality services to people who need help. We nurture a humanistic atmosphere and believe in collaboration, mentorship, and teamwork to help families and individuals reach their full potential. The CFEC is an accredited organization celebrating 35 years of excellence in the South Cariboo.

Job Description: The Executive Director is the key management leader of the Cariboo Family Enrichment Centre (CFEC). The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising, marketing, community outreach, contract oversight, human resource management, and maintaining flow of information between all levels of the organization to and from the Board of Directors.

Qualifications:

- MA in Business Administration or relevant field
- 5 years' experience as an Executive Director or other leadership position
- Experience overseeing and developing staff
- Experience in developing plans and strategies
- Experience writing grant proposals
- Strong understanding of corporate finance and measures of performance
- In depth knowledge of board governance
- Outstanding organization and leadership abilities
- Exceptional written and oral communication skills
- Knowledge of office management systems and procedures
- Clear Criminal Record Check

Accountabilities:

- Adhere to all CFEC Policies and Procedures, Mission, Vision, and Values
- Other duties as required to best support staff and clients of CFEC



PO Box 2427 · #1-486 South Birch Avenue, 100 Mile House, B.C. V0K 2E0

Phone: (250) 395-5155

Fax: (250) 395-1811

Web: www.cariboofamily.org

eMail: cfec@cariboofamily.org

The CFEC is located within the traditional territory of the Tsq'escen people, part of the Northern Secwepemc to Qelmu'cw.



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Board Governance

- a) Lead the CFEC in a manner that supports and guides the organization's Mission, Vision, and Values as defined by the Board of Directors
- b) Communicate effectively with the Board of Directors providing timely and accurate information necessary for the Board to function properly and to make informed decisions
- c) Schedule regular board meetings and create board meeting agendas in partnership with the Board Chair

Financial Performance and Viability

- a) Responsible for the fiscal integrity of the CFEC by developing and maintaining sound financial practices
- b) Composing and presenting Annual Budget
- c) Present financial statements which accurately reflect the financial condition of the CFEC
- d) Fiscal management which operates within the approved budget
- e) Ensure maximum resource utilization
- f) Maintain a positive financial position
- g) Responsible for fundraising and developing other resources necessary to support the CFEC

Organization Mission and Strategy

- a) Responsible for implementation of CFEC programs and services
- b) Responsible for strategic planning to ensure CFEC's Mission, Vision, and Values

Organization Operations

- a) Responsible effective administration of CFEC programs and services
- b) Responsible for hiring and retention of competent, qualified staff
- c) Responsible for signing all notes, agreements, communications, and other instruments made and entered into and on behalf of the CFEC
- d) Devise remedial actions for identified issues
- e) Conduct risk management strategies to identify, evaluate, and prioritize actual and perceived risks to the CFEC and implement plans to avoid or minimize their impact

Community Outreach and Relations

- a) Responsible for the enhancement of CFEC's image by being active and visible in the community
- b) Publicize CFEC's activities, programs, services, and goals
- c) Act as the public speaker and public relations representative of the CFEC
- d) Work closely with other professionals and organizations, and civic and provincial governments
- e) Establish and maintain sound working relationships and cooperative arrangements with community groups and organizations
- f) Identify and cultivate strategic partnerships

Human Resource Management

- a) Responsible for the recruitment, employment, and release of staff
- b) Ensure job descriptions are developed, regular performance evaluations are held, and sound human resource practices are in place
- c) Ensure an effective management team is in place, with appropriate provision for succession is in place



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- d) Encourage staff development and education
- e) Maintain a climate which attracts, retains, and motivates a diverse staff
- f) Build an effective team of leaders by providing guidance and coaching to management staff

Program and Service Development

- a) Identify gaps in services and programs
- b) Expand or develop services and programs as needed to best accomplish the CFEC's Mission

Abilities and Behaviours:

- Deep understanding of trauma informed practice.
- Strong awareness of identity factors such as gender, race, cultural diversity, sexuality and intersectionality.
- Strategic thinker
- Influential
- Self-Presentation
- Experience
- Effective management
- Change agent
- Authenticity
- Conviction
- Critical thinking
- Leadership
- Integrity
- Interpersonal

Hours: Full-time Mon. to Fri. (flexible 28 - 35 per week)

Wages: Negotiable depending on experience.

Closing Date: Until filled.

Start Date: As soon as possible. Only people who meet the listed requirements will be contacted.

Please email your C.V. and cover letter with the subject CFEC Executive Director to:

Chris Pettman, Executive Director

cfec@cariboofamily.org



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