

Employment Opportunity



JOB POSTING EXECUTIVE DIRECTOR

Makonsag Aboriginal Head Start Inc. opened its doors under the Odawa Friendship Centre to Ottawa's Aboriginal preschool children in September 1997. We incorporated in 2005, becoming an independent organization in accordance with the Canada Non-Profit Corporations Act.

Makonsag provides culturally relevant programming based on Aboriginal Head Start guiding principles. Our programming is designed to provide a preschool readiness experience in a licensed setting and offers cultural context embedded at all levels of programming for Indigenous children, their families and community. At Makonsag, we work closely with extended families, Elders and community members to share their knowledge and skills with the next generation and to strengthen the urban Aboriginal community around children and their families.

Position Summary

Reporting to the Board of Directors, the Executive Director is responsible for the effective leadership and management of Makonsag. The Executive Director will direct and be accountable for overall operations, meeting legislative requirements, budgets, capital assets and overall programming and services of Makonsag. Working with the Board and staff, the Executive Director plans, develops and implements policies, programs, strategic activities and research to further develop Makonsag.

Hours: Full-Time/Permanent

Salary: \$72,272.20 to \$83,996.31

Location: Ottawa, Ontario

Start date: April 1, 2019

Closing date: March 29, 2019 at 5pm

Benefits of working at Makonsag

- 1) Work with variety of stakeholders to fulfill community needs for Indigenous children
- 2) Opportunity to work as a leader and build meaningful relationships within Indigenous community
- 3) Opportunity to effect change and make a difference in the local community
- 4) Celebrate cultural teachings and incorporate in program curriculum
- 5) Competitive salary and comprehensive benefit plan

In this role you will:

- Work with the Board of Directors in developing a vision and strategic plan for Makonsag
- Prepare and monitor annual operating budget and financial reports regularly
- Identify, plan, develop and implement policies, programs, and strategic change to direct activities and research
- Establish and sustain strong relationships with other service agencies, associations, municipality, and other stakeholders to fulfill community needs
- Ensure the development of new programs by liaising with community stakeholders and other service agencies, participating on committees, task forces or community and network organizations
- Oversee the planning, implementation, and evaluation of special projects
- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of Makonsag
- Promote Makonsag's services and programs within the community
- Develop and maintain strong working relations with local, municipal and provincial groups and committees

To qualify for this role you have:

- Solid understanding of the Indigenous early learning, child care and family resources environment
- University degree in business, public or health administration, child studies, social work, human services or a combination of post-secondary education with significant management experience
- Minimum of 10 years of progressive management experience in the not-for-profit sector, Indigenous service provider organizations and/or communities
- Comfortable using cloud technology; experience with databases and operational systems
- Clear Police Record Check (Vulnerable sector) completed in the last 6 months
- Current Standard First Aid and CPR certification

**Full Job Description is available on request*

Indigenous candidates are encouraged to self-identify. We thank all who apply for this position. Only those applicants selected for an interview will be contacted. Persons of Indigenous ancestry will be given preference (s. 16(1) CHRA). Makonsag is committed to an inclusive and barrier-free work environment. Should the applicant require any accommodations during the application process please notify Human Resources at hrrecruiting@afchildrensservices.ca.

Apply: Please note Andrew Fleck Children's Services has been engaged to provide the recruitment services for this position on behalf of Makonsag. Please forward all applications to: hr@makonsag.ca. **(PLEASE INDICATE EXECUTIVE DIRECTOR IN THE SUBJECT LINE OF YOUR EMAIL APPLICATION)**