



Vancouver Association for Survivors of Torture

Job Posting Executive Director

Currently Part-time 3 days per week building to full-time

VAST assists refugees and other newcomers who have endured torture, trauma and political violence by providing specialized settlement, counseling and community-based programs.

This small but important organization is seeking an Executive Director who will provide the organization with skilled, strategic and caring leadership. The successful candidate will be able to articulate and apply an anti-oppressive approach in supporting clients, engage and inspire community support for the organization, and ensure a healthy work environment for the Staff, Board and Volunteers. S/he will be an outstanding communicator in English – written and spoken – and should be functionally bilingual (Spanish, Farsi and/or Arabic particularly helpful). S/he will have at minimum 5 years of experience in a senior management position at a non-profit organization.

Key Duties: The Executive Director provides leadership to the organization by planning, organizing, directing and administering all agency activities, programs and operations. The ED of VAST ensures a high standard of client-based program delivery is maintained. The ED is the sole fundraising professional on staff, and will maintain a high standard of financial accountability and control. S/he is an ambassador of the organization to the external public and is responsible for management of staff and the day-to-day operations.

Specific areas of responsibility include:

- 1. Governance, Policy and Planning**
- 2. Financial Management**
- 3. Human Resources**
- 4. Fund Development**
- 5. Public Relations and Community Development**
- 6. Program Management**

Please, submit a cover letter and a resume that clearly outline your education, training, and experience in all six areas of responsibility listed above.

Deadline for Application: Wednesday, September 25th, 2013

Apply via email to: Alison.brewin@vast-vancouver.ca

Please no phone calls. If you have a query about the role, please email Alison Brewin, Interim Executive Director at the above email address.