



ATHABASCA NATIVE FRIENDSHIP CENTRE SOCIETY

Employment Opportunity **Executive Director of Athabasca Native Friendship Centre Society** **Offering a Unique Work Opportunity!**

The Athabasca Native Friendship Centre Society (ANFCS) is a non-profit organization seeking a dynamic individual to fill the position of Executive Director who will establish and maintain an effective working relationship with the ANFCS Board, staff, and volunteers. Working closely with community agencies, schools, youth and elders, the primary responsibility will be to facilitate the development and implementation of programs and services, liaison with other agencies and community organizations, budget preparation and control, and supervision and management of the Centre programs and staff and the Riddle Thrift Store. Your leadership, organizational and management skills, innovative ideas and initiative will be the keys to success in this position. Excellent interpersonal and communication skills and knowledge of resources are essential. A compliment to the position is a beautiful new and natural (log and rock) facility for you to enjoy as your working environment.

Qualifications: Post secondary education – Management Diploma, Bachelor of Professional Arts or Administration preferred and/or a combination of experience in managing a non-profit organization. Extensive administration, financial and management experience required—must be bondable and possess

- Good oral and written communication skills
- Proficiency with Microsoft Office software and ability to apply basic email and internet applications
- Knowledge of Aboriginal culture and language an asset
- High degree of responsibility and desire to achieve
- Valid Alberta driver's license, and own a vehicle, and be bondable
- Must be willing to work some evenings and weekends and provide a Criminal Record and CWIS

Starting annual salary range is \$40,000 full-time with potential increase to \$45,000 and health benefits after 6 months.

How to Apply: – *Send Resumes and covering letters with 3 references and copies of all post-secondary credentials post marked by Friday May 20, 2011 @ 5:00 pm and sent confidential to

Attention: Karen Prosser
Box 3031 Athabasca. AB T9S 2B9