SEARCH Executive Director Job Description

**Job Title:** Executive Director

**Responsible to:** SEARCH Board of Directors

**Job summary:**

Employed from August 1st, 2021 - February 28th, 2022 (possible extension)

Student Energy in Action for Regina Community Health (SEARCH) is searching for a qualified and energetic individual to fill the role of part-time Executive Director (ED). SEARCH is a non-profit and charitable student-run, interdisciplinary primary health care initiative situated in Regina.

The ED will coordinate and facilitate the Student Energy in Action for Regina Community Health (SEARCH) non-profit organization as it transitions from the provision of limited services to complete restoration of services as the province removes restrictions related to the current COVID-19 pandemic. During the pandemic, the role will also involve remote coordination and promoting health on social media. Once our clinic can safely reopen, the ED will be responsible for all administrative duties and provide supervision for after-hours clinic shifts on Saturday afternoons and Monday evenings. The ED will supervise a team of 20+ post-secondary students and professional mentors while ensuring all client needs are met.

**HOURS:** 20hrs/week, with potential for increased hours dependent upon service resumption

**WAGE:** $20/hour

**QUALIFICATIONS:**

The ideal candidate will have experience in human service-related work and/or possess human service-related education. Knowledge of the following would be considered an asset for this position: Canadian Indigenous populations, culturally diverse groups, social determinants of health, food security, housing, infectious diseases, primary health care, health issues, mental health and addictions, and women's health issues. Knowledge of community resources in Regina is a major asset. SEARCH is committed to diversity.

**EXPERIENCE:**

♦ Previous experience in coordinating volunteers/mentors and working in community
programs is an asset.

- Experience working with vulnerable or marginalized populations.
- Experience working with Indigenous communities, groups, and/or individuals.
- Experience applying for, managing, and reporting on grants.
- CPR and First Aid training is an asset. Candidates who do not currently have CPR and First Aid training must be willing to complete training.

**KNOWLEDGE, SKILLS, ABILITIES, & REQUIREMENTS:**

- Intermediate computer skills
- Intermediate skills managing social media outlets
- Communication skills
- Interpersonal skills
- Leadership skills
- Organizational skills
- Ability to work independently
- Valid driver's license and access to a reliable vehicle
- Successful candidates will need to submit a recent satisfactory Criminal Record Check and Vulnerable Sector Check
- Availability to work on evenings and weekends

**KEY ACTIVITIES:**

A. **Program Coordination and Administration**

- Prepares and administers grant applications and required reporting
- Manage day-to-day administrative operations, including responding to email, phone calls, and social media inquiries.
- Prepare annual budget and required financial reporting in coordination with the SEARCH bookkeeper, SEARCH Board of directors, and all funders.
- Prepare semi-annual and annual reports on the operations of SEARCH as required by SHA.
- Coordinate, compile, and analyze SEARCH shift statistics for the purposes of, but not limited to, funding in coordination with the programming committee.
- Coordinates fundraising efforts, including planning the annual SEARCH Gala (COVID-19 restrictions permitting).
- Coordinate health promotion messaging on SEARCH social media outlets, particularly when in-person services are limited.
- Seeks to engage with partner organizations to participate in information sharing and event planning/participation.
- Prepares and keeps a current Executive Director manual outlining all administrative and program activities as a valuable tool to aid expected and unexpected transition(s) between Executive Directors.
B. Accountability

♦ Works in coordination with the SEARCH board of directors, the advisory committee, and the bookkeeper to ensure all proper documents are provided to Virtus Group for the Annual Financial Review (applicable if the contract is extended to the end of the fiscal year).

♦ Schedule and facilitate the 2021 AGM, including a budget for the remainder of the 2021-2022 fiscal year, board recruitment, and online meeting logistics.

♦ Participates in and assists in planning monthly Board Meetings, including preparing standing agenda report-out on the organization’s current financial status and activities.

♦ Brings concerns forward to the board of directors as they arise, including issues that may place the organization at undue risk (e.g., breach of confidentiality by student/mentor, unanticipated matters related to finances).

♦ Must adhere to provincial guidelines for COVID-19 as related to health care workers.

C. Mentor and Volunteer Coordination (upon service resumption)

♦ Recruits, screens, interviews, and trains mentors.

♦ Evaluates and monitors the effectiveness of mentors.

♦ Maintains mentor and student manuals.

♦ Creates schedules and assigns duties based on mentor skills and abilities.

♦ Liaises with post-secondary institutions to recruit students.

♦ Provide liaison between Four Directions Community Health Centre and SEARCH.

♦ Keeps statistics on mentor and student activities and tracks hours.

♦ Processes honourarium payments to mentors within 30 days of receipt of an invoice.

♦ Prepares monthly and annual reports on mentor activities.

The deadline to apply is June 13th, 2021, at midnight. Please email a resume/CV and cover letter to chairofsearch@gmail.com.