

Executive Director

The Alberta Seventh Step Society is a not-for-profit, self help agency working with adults involved with the criminal justice system. We have an upcoming opening for an Executive Director. Reporting to the Chair of the Board of Directors, the successful candidate will ensure that the mission, vision, and integrity of the Seventh Step philosophy is maintained and practiced at every level of the organization. The Executive Director will develop evidence-based programs in consultation with the Board, community resources and stakeholders. The position requires recruiting key supervisory employees and performance manage staff using appropriate processes. Awareness of risk management policy and procedure would be of benefit.

The Executive Director is responsible for maintaining relationships with funding sources and for researching funding sources and submitting proposals to increase the revenue of the organization. The Director shall demonstrate program planning by overseeing implementation and evaluation of all programs and services. The position oversees the performance of the Finance and Office Administrator to ensure that sound book keeping and accounting procedures are followed. Financial reports are submitted to the Board of Directors monthly.

The successful candidate will demonstrate practical skills in leadership, staff supervision, and financial management. Strategic planning, community relations, advocacy and organization skills are essential to the position. Experience in the justice system or related fields would be an asset. Must be eligible to obtain Federal security clearance.

Resumes must be submitted before September 22nd, 2019 to:

Executive Director
1820-27 Ave. SW
Calgary, AB, T2T 1H1
Fax: 403-228-7773

Email : execdirector@albertaseventhstep.com