



Co-Executive Director: Programs, Impact & Community Full-Time

**Port Hardy and North Island
Port McNeill**

Tuesday January 20, 2026

\$31 - \$40/ hour (\$30-\$40/Hr Based on Exp.)

Company: North Island Community Services

Website: <https://www.nicommunityservices.ca/>

Industry: Management/ Administration

Remote/Camp Based Job: No

How to apply:

To Apply: Email your resume and cover letter to:
executive@nicommunityservices.ca

Expiry Date:

Tuesday, February 03, 2026

Details:

Position: Co-Executive Director: Programs, Impact & Community Status: Permanent, Full-Time Hours: 30 hours per week Wage: \$30-\$40 per hour depending on experience- excellent extended benefits package, optional pension plan, 4 weeks' annual vacation, flexible schedule, bonus paid days, additional health & wellness benefit Location: Port McNeill (primary); regular travel required within the Regional District of Mount Waddington (RDMW) About NICSS: North Island Community Services Society (NICSS) is a non-profit and registered charity established in 1978. For more than 40 years, NICSS has delivered a wide range of community-based programs throughout the North Island region. With over 30 staff members operating 15 programs, as well as numerous special projects and community events, NICSS plays a vital role in supporting individuals and families across the Regional District of Mount Waddington. We were honored as Non-Profit of the Year in 2024 and continue to uphold our commitment to person-centered, inclusive, trauma-informed, and culturally safe services. Summary of the Role: The Co-Executive Director: Programs, Impact & Community is a senior leadership role responsible for overseeing program delivery, staff development, community partnerships, and evaluation across the organization. This position is instrumental in ensuring that NICSS programs remain responsive to community needs, aligned

with funder requirements, and guided by best practices in service delivery. The Co-Ed works closely with the Chief Executive & Financial Officer (CEFO) in a collaborative co-leadership model, contributing to strong organizational operations, program sustainability, and high-impact community services. The role also represents NICSS publicly, leads or supports community events, and plays a key role in fostering positive relationships with local partners and stakeholders.

Program & Service Leadership: •Oversee daily operations of all NICSS programs.

•Supervise Program Coordinators, program staff, and administrative support tied to programs. •Ensure programs are person-centered, culturally safe, and responsive to community needs. •Conduct program quality reviews, audits, and site visits.

Contracts & Compliance: •Ensure all program contracts are fulfilled, monitored, and accurately reported. •Maintain positive funder relations (MCFD, CLBC, Health Canada, SD85, municipalities, etc.). •Track program outcomes, deliverables, and budgets in collaboration with the CEFO.

Staff Leadership & Culture: •Provide coaching, mentorship, and development support to Program Coordinators and frontline staff. •Support staff training plans and professional development pathways. •Partner with the People & Culture Coordinator for onboarding, culture initiatives, and HR system support. •Address staff concerns using trauma-informed leadership practices.

Community Engagement: •Represent NICSS at community meetings, events, working groups, and partnership tables. •Build strong relationships with Indigenous governments, municipalities, service agencies, and schools. •Lead or support NICSS community events and outreach projects. •Serve as a visible ambassador for NICSS.

Impact, Evaluation & Quality Assurance: •Lead program evaluation and outcome measurement processes. •Support CARF accreditation standards and quality improvement initiatives. •Use data to improve program effectiveness and community impact.

Health & Safety •Serve on the Occupational Health & Safety (OH&S) Committee •Support program and staff safety protocols, incident follow-up, and compliance with WorkSafeBC.

Other Duties: The Co-Executive Director: Programs, Impact & Community may also be assigned additional responsibilities that support NICSS's mission and evolving priorities, including but not limited to: • Leading or supporting special projects as required. • Organizing events, community gatherings, and program celebrations. • Supporting or coordinating fundraising initiatives and partnership-based projects. • Assisting with other organizational initiatives as needed.

Qualifications & Experience:

Qualifications: •Post-secondary education in social services, leadership, community development, or related field (or equivalent experience). •Minimum 3–5 years of experience supervising staff in non-profit, community service, or multi-program settings. •Strong understanding of trauma-informed practice, person-centered delivery, DEI, and reconciliation. •Excellent communication, relationship-building, and conflict resolution skills. •Ability to work collaboratively within a co-leadership model. •Valid Class 5 driver's license and clear criminal record check required.
