



COMOX VALLEY HEAD INJURY SOCIETY

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COMOX VALLEY HEAD INJURY SOCIETY

EXECUTIVE DIRECTOR

The Comox Valley Head Injury Society is a registered non-profit organization providing programs and support service to brain injury survivors and family caregivers in the Comox Valley. Since 1993, CVHIS has worked to promote the health and well-being of people affected by acquired brain injuries and to reduce incidences of brain injury in our community through prevention-based education.

The ED will work on behalf of brain injury survivors in the Comox Valley. Reporting to the Board of Directors, the ED is responsible for the general management of the Society, including finance, operations and human resources.

The Executive Director will work with local community organizations and will ensure that CVHIS's services are consistent with member interests, reflect best practices and fulfill the Society's goals and objectives.

Proven administration, planning, finance, grant writing and communication experience are necessary to enable you to provide strategic leadership and maintain strong internal and external relationships. Experience working with people with diverse abilities will be considered a significant asset. Excellent written and verbal proficiencies are also required.

Candidates will possess a related degree or an equivalent combination of experience and training. Candidates are required to be vaccinated against COVID 19.

Wage compensation: \$30 - \$32 per hour based on qualifications and experience.
Hours of Work: Up to 30 hours per week.

For a complete Job Description, please email: hr.cvhis@gmail.com

To apply: Please forward your cover letter and resume to hr.cvhis@gmail.com by April 3rd.

We respectfully acknowledge that we live, work and play on the traditional territories of the K'omokos First Nation.