



Sanala Culturally Supportive Housing Society

Unit #8 – 9250 Trustee Rd

Port Hardy, BC V0N 2P0

Executive Director

JOB SUMMARY

Are you a motivated, caring individual interested in working with an Indigenous-led non-profit organization committed to supporting Indigenous peoples experiencing homelessness? The Sanala Culturally Supportive Housing Society (SCSH Society) is in search of a dedicated, experienced Executive Director. This role requires strong leadership, vision, and the ability to build solid relationships with Indigenous peoples experiencing Homelessness. One of the overall objectives is to reduce and prevent homelessness while providing holistic wrap-around services.

Application Submission:

You are required to submit a resume and cover letter that highlights Indigenous ancestry, Indigenous community/organization involvements, education, certification, demonstrated contract experience, and how your knowledge, skills, and abilities will support and contribute to the SCSH Society and our community through a cultural lens.

Applications missing this will be automatically screened out of the selection process

Posting Details

Start Date: As soon as possible (with a March 31st 2025 end date although there is a strong likelihood for continuation)

Position Type: Term - Full time, 35 hours per week.

Wage: \$35 - \$40 per hour - To be determined based on qualifications.

Location: Unit 8 – 9250 Trustee Road, North Island Mall and other sites as required.

ABOUT THE ROLE

Responsibilities:



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1. Leadership and Strategic Direction:

- Serve as the chief executive officer, providing inspired leadership to ensure the organization's mission is carried out.
- Collaborate with the Board of Directors to set strategic direction and internal organizational policies.
- Act as the organization's chief spokesperson as directed by the Board.

2. Operations and Management:

- Oversee day-to-day operations, including supervising staff.
- Manage advocacy, programmatic, financial, and overall organizational operations.
- Develop creative and innovative approaches to achieve the organization's goals.
- Proposal and grant writing to support operations and continuance of SCSH Society.
- Assisting with research, analysis, and report writing.

3. Community Engagement and Outreach:

- Engage with diverse stakeholders, including outreach across geographic, political, socioeconomic, and cultural boundaries.
- Establish cooperative relationships with community groups and organizations.
- Work closely with BC Housing on the new housing development project.
- Assist with creating relationships with the local community in Port Hardy such as the landlords, neighbours of the supportive housing site.
- Support development of program processes (i.e., assessment tool) and model, inclusive of seven streams of wraparound support – Indigenous Cultural; Housing; Food Security; Restorative Justice; Social, Emotional, Community; Personal Care and Living; Wellness and Substance Use.

4. Evaluation and Adaptation:

- Evaluate the organization's effectiveness and make necessary changes.
- Maintain awareness of developments and trends in the field.



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5. Representation and Advocacy:

- Be the SCSH Society's leader and spokesperson on homelessness, housing, and related issues.
- Represent the organization's programs and viewpoints to agencies, organizations, and the public.

QUALIFICATIONS & EDUCATION

- Preferred – Bachelor's degree in a relevant field (public/business/community planning, and/or project management).
- Required – Proficient in Microsoft Office (Word, Excel, PowerPoint), Adobe Acrobat, Canva, and Social Media platforms.
- Experience working with Indigenous peoples and an awareness of the impacts of colonization.
- Preference is given to experience working at non-profits and with experience in coordinating events and community engagement.
- **Required – Valid driver's license and a working vehicle.**

SKILLS & ABILITIES

- Ability to work professionally, effectively, and non-judgmentally with various personalities, needs, cultures, and abilities and provide hospitality and kindness in serving others.
- Ability to remain calm and professional in high-stress situations.
- Ability to work under pressure and exercise good judgment in a variety of situations.
- Ability to work independently, flexible, and adaptable to various competing demands.
- Demonstrate proactive approaches to problem-solving with strong decision-making capability.
- Ability to handle change, exercising flexibility with plans evolving and changing direction.
- Ability to demonstrate strong written and verbal communication skills.
- Demonstrated ability and success in proposal writing and program development.
- Ability to demonstrate organizational and administrative skills.
- Ability to handle confidential information with discretion.



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- Ability to effectively manage time to complete and prioritize various tasks within a given timeline, with adherence to essential deadlines.
- Ability to work independently, take initiative when necessary, and work collaboratively.
- Experience or personal insights into working cooperatively and non-judgmentally with people with disabilities, lived experience, addictions, etc.

HOW TO APPLY

Interested candidates are asked to submit a resume, cover letter, and certifications to SCSH Society (acting) Chair Stephanie Nelson, email: stephanie.nelson@gnhfs.com and to (acting) Vice-Chair Pat Corbett-Labatt, email: pcorbett-labatt@porthardy.ca.

Ensure your application highlights how your knowledge, skills, and abilities will culturally support and contribute to the SCSH Society and our community.