

JOB ORDER FORM

Employer Information

Date:	Nov. 13, 2024		
Business Name:	Kermode Friendship Society		
Contact Name:	Charmaine Anderson		
Street Address:	4714 Park Ave		
City/Postal Code:	Terrace V8G 1W1		
Phone/Fax:	Ph: 250-635-4906	Fax:	
Email:	hr@kermodefriendship.ca		

Position Available

Job Title: Program Director	Number of Positions Available: 1
Hours per Week: 35	Wage: \$33-\$35 hourly
<p>Description:</p> <ul style="list-style-type: none"> • Research funding opportunities • Conduct needs assessments to develop programs and proposals • Develop Programs based on community needs and write proposals for submission to funding agencies • Enforce all financial and program report deadlines by coordinating the reporting requirements for submission before the deadline with the respective program coordinators. • Provide proposals to the Executive Director for review and approval • Seek Board approval for funding submissions • Develop community programs (events/projects/workshops) that serve the Kermode Friendship Society community, ensuring that the spiritual, social and cultural values of the Kermode Friendship Society are the basis of all events • Supervision and reporting of programs that have no Program Coordinator <ul style="list-style-type: none"> o Budgeting o Financial reports o Coordinating activities o Meeting reporting requirements • Develop fundraising ideas and coordinator of fundraising events <ul style="list-style-type: none"> o Supervision of volunteers o Seeking staff support o Delegation of tasks for the successful completion of the event • Coordination of National Indigenous People's Day <ul style="list-style-type: none"> o Location/space requirements o Insurance requirements o Displays and presenters o Vendor tables 	

- Ensuring that necessary liability insurance in place for each event
- Attend training programs as required
- Attend meeting on behalf of Kermode Friendship Society as required.
- Make community presentations to community groups and organizations when necessary
- Develop good partnerships and relationships with other organizations and agencies in the Terrace area to gain community support for proposals and programs
- Other tasks as requested

Skills/Education/Experience Requested:

- Minimum grade twelve, with some post-secondary education and/or training
- Skilled at developing programs for the Aboriginal community
- Skilled at writing proposals and researching funding sources
- Supervision and Leadership skills
- Excellent communication skills, both oral and written
- Computer skills
- Familiar with Aboriginal issues

Apply via: hr@kermodefriendship.ca

Closing Date: December 15, 2024



This program is funded by the Government of Canada
and the Province of British Columbia.