



Executive Director

Communities Embracing Restorative Action (CERA) Society is a nonprofit organization providing restorative justice alternatives to youth in the communities of Anmore, Belcarra, Coquitlam, New Westminster, Port Coquitlam and Port Moody since 2000. CERA is seeking an engaging, experienced leader with vision and determination to achieve its goals. We invite all qualified candidates to submit their cover letters and resumes in application for this position.

Position:

This is a permanent full-time position that reports to the Board of Directors and is responsible for the overall management of day-to-day operations in all programs, services and initiatives.

Major Responsibilities:

- Plans, organizes, directs and reports on services for existing and new programs and/or projects. This includes all aspects of financial development for fulfillment of Society goals
- Collaborates with the Board in the development of long-range strategic plans to grow the organization and meet identified community needs
- Develops and establishes standards with accountability mechanisms for assigned responsibilities in accordance with policies and goals established by the Board of Directors
- Ensures effective program/service delivery is consistent with the CERA mandate, policies, legal and budgetary requirements
- Manages all aspects of paid and voluntary human resource requirements to meet Society goals, policies, program objectives and service standards
- Monitors service delivery of staff and volunteers for structure, consistency and quality supervision and may participate directly in the provision of services to resolve difficult or sensitive issues
- Communicates with key society partners and communities served to build and maintain effective relationships that enhance program delivery and organization growth.
- Develops and executes a strategic public relations plan to promote and grow the Society
- Ensures accurate records are maintained for statistic summaries, annual reports, and special studies as requested. Maintains awareness of current developments and future trends in the field justice and the specific area of restorative justice

Requirements:

- A degree, diploma or the equivalent in experience and education in a related discipline such as criminology, human services, social sciences or business administration in addition to an experienced understanding of the principles and practices of restorative justice
- Courses in human resources and communications are an asset
- Three to five years previous experience as an executive director of a not-for-profit organization
- Excellent oral, written, presentation and interpersonal communications skills
- Demonstrated teamwork, leadership and supervisory skills
- The ability to function independently and interdependently, frequently under pressure, managing multiple concurrent projects and deadlines including managing stressful situations
- Participation at meetings, conferences and other events may involve long work days, and/or evening/weekend work
- Must possess a valid driver's license

Compensation Type: Salary

Application Deadline: February 5, 2010, 5:00 PM

Note: all applications are to be forwarded in confidence to the attention of Mary Hagen Johnstone

More Information: www.cerasociety.org

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