



PETER BALLANTYNE CREE NATION

Chief Joseph Custer Reserve #201

2300– 10th Avenue West Prince Albert, Saskatchewan, Canada S6V 6Z1

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JOB ADVERTISEMENT

EXECUTIVE DIRECTOR

**Iskwew - Awasisak Waskahikan Women's Shelter
KISTAPINAN RESERVE Prince Albert, Sask.**

Position Overview:

PBCN on the Kistapinan Reserve in Prince Albert requires an experienced Executive Director for its Women's Shelter operation; **Iskwew - Awasisak Waskahikan Women's Shelter. It is a full-time and permanent position.**

The Executive Director is responsible for the successful leadership and management of the Shelter according to the strategic direction set by the Board of Directors. The Executive Director provides direction and leadership in the development and achievement of the Shelter's mission, vision, and goals.

ESSENTIAL FUNCTIONS:

1. Board Governance/Relations

Accountable for collaborating and supporting the Board of Directors in its governance role:

- Identify, assess, and inform the Board of Directors of internal and external issues that affect the Shelter.
- Draft policies for the approval of the Board and prepare procedures to implement the Shelters' policies; review existing policies on an annual basis and recommend changes to the Board as appropriate.

2. Strategic Planning

Accountable for the development and implementation of a long-term strategy and annual operational plans:

- Participate with the Board of Directors in developing a vision and strategic plan to guide the Shelter.
- Work with staff to ensure alignment of operational goals that contribute to the Board's vision.

3. Program and Service Delivery

Accountable for the design, marketing, promotion, delivery and quality of programs and services:

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the Shelter.
- Ensure that the operation of the Shelter meets the expectations of its clients, Board and Funders.
- Oversee the planning, implementation and evaluation of the Shelter's programs, services, and special projects.

4. Human Resource Management

Accountable for the effective management of human resources including staff and volunteers according to authorized policies and procedures that fully conform to legislation, policies, and regulations:

- In compliance with Human Resource policies and relevant legislation, hire, supervise, coach, develop, promote, evaluate, discipline, and terminate employees as required.
- Ensure the Shelter's compensation and benefit programs are competitive.
- Oversee the implementation of the human resources policies, procedures and practices including the development of job descriptions for all staff.
- Establish a positive, healthy, and safe work environment in accordance with all appropriate legislation and regulations.

5. Financial, Risk and Asset Management

Administer the funds of the Shelter according to the approved policies and monitor the monthly revenues and expenditures, reporting areas of interest and concern to the Board:

- Ensure that the Shelter complies with all financial reporting as may be required by legislation or regulations.
- Develop an annual operating budget for the Shelter for presentation to the Board of Directors and ensure expenditures are aligned with the approved operating budget.

6. Community and Public Relations

Accountable for a strong, positive profile of the Shelter by communicating with stakeholders :

- To keep them informed of the work of the Shelter and to identify changes in the community served by Shelter.
- Participate in external committees and working groups that further the goals of the Shelter.

Education and Work Experience

- Bachelor's degree in social services or related field
- At least five years' experience working in the area of family violence, victim services, and management.
- Proven leadership and management skills in a senior role
- Equivalent combination of education and experience will be given consideration
- Prior reference checks as a condition of employment
- As part of the selection process selected candidates will be required to complete a security screening process. Provide a recent Criminal Record Check, vulnerable sector check, and child abuse record check upon application
- Possess excellent communication (verbal & written) skills
- To speak a First Nation language is an asset
- Must have a Saskatchewan Driver's license

Application Deadline: **December 6, 2025**

Submit application: Attention: Shirley Morin, PBCN Human Resources Manager
Email: smorin@pbcn.ca