



Family Violence Action Society (FVAS) is a non-profit organization, partially funded by Camrose and District Support Services that serves the City of Camrose and the County of Camrose. Our mission is: *Working in collaboration and partnership with others, to reduce the occurrence and impact of family violence in our community.*

Program Director

The **Family Violence Action Society** seeks a highly organized and motivated person with a background in human services for a full-time position beginning **July 26, 2021**.

Responsibilities:

- Work for and receive direction from the FVAS board of directors
- Plan, monitor and evaluate FVAS programs and services
- Support FVAS financial administration through fund development, grant-writing and financial accountability
- Prepare all annual and interim reports to funders, partners, and the community
- Recruit, contract, supervise and support part-time and casual group facilitators and counsellors
- Receive client referrals and initiate the FVAS intake process; provide appropriate referrals to other services within and beyond our community.
- Develop and maintain strong collaborative relationships and partnerships with other organizations to strengthen networks, develop strategies and deliver initiatives to prevent intimate partner violence.
- Engage in public awareness initiatives.
- Accommodate periodic evening and weekend hours of work.
- Work in a collaborative office environment within the Camrose and District Support Services collective.

Qualifications & Skills:

- Thorough knowledge and understanding of intimate partner and elder abuse.
- Minimum Bachelor degree in a relevant field (equivalent education and experience may be considered)
- Solid experience (preferably three years or more) in
 - o Financial management, including fund development and grant writing
 - o Program planning, development and evaluation
 - o Policy development
 - o Publicity and marketing
 - o Supervising staff in a related field.
 - o Working with nonprofit boards, and/or board development training.
- Effective written and oral communicator, including public speaking
- Awareness of and commitment to achieving standards established by best practices and regulatory bodies.
- Willingness to become thoroughly conversant in our community's resources.
- Proficiency with Microsoft Office, internet and social media
- Current Police Information Check and Child Welfare Check are required

Salary and benefits commensurate with qualifications and experience.

To apply: please submit resume and cover letter via email to Family Violence Action Society at familyviolenceactionsociety@gmail.com

This Posting will remain open until **July 5, 2021**.

Position Start Date: July 26, 2021

We thank in advance everyone who might apply for this position; however, only those to be interviewed will be contacted.