

# SOCIAL PLANNING COUNCIL OF WILLIAMS LAKE & AREA

## Executive Director – Job Posting

The Social Planning Council is a unique, community-based organization that works in partnership with community organizations and local government to address issues related to community health and wellbeing. Our work is project driven so we are seeking a creative and innovative leader to work with our board and projects team to support existing work and develop new initiatives. This is a role for someone with energy, enthusiasm, and a passion for the community and for working creatively in a team environment. Some of our previous work has focused on poverty reduction, affordable housing, community workforce recruitment/retention, childcare, mental health and wellbeing, education, diversity, and other issues. We offer incredible flexibility, support for work-life balance, and opportunities to follow your passion for community development. We have an excellent, engaged and high functioning board who is very supportive, along with a network and structures in place to support and guide the direction of our work. This is a part-time contract based on 45-50 hrs per month, with plenty of opportunity to grow the position. Contract wage is \$45/hr + depending on experience and education.

### Functions and Duties:

- Provide support and functional direction to contractors/consultants and project leads, ensure project activities, workplans, deliverables, and reporting requirements are being met in accordance with contracts (contractors still are accountable directly to the board)
- Develop and prepare grant/funding applications, follow up on questions, negotiate agreements
- Liaise and negotiate with funders regarding contracts, funding agreements, deliverables, evaluation and reporting
- Develop annual organizational and budgets for review and approval by funders and board
- Support Project Leads to develop and monitor budgets
- Processing and tracking invoices, and ensuring timely accounts payable and receivable
- Liaise with accountant for production of monthly and annual financial reports; review monthly reports for accuracy
- Ensure administrative functions of SPC as a non-profit society are up to date – this includes BC Societies reporting, annual year-end financial statements, insurance
- Participate in and represent SPC at community networks, meetings and discussions regarding social planning related issues based on SPC mandate and priorities
- Develop new initiatives and projects in consultation with the board, and with community partners, focused on social development and social well-being needs of the community.
- Facilitate implementation of ongoing and new social planning projects based on the Thrive Poverty Reduction Strategy and related initiatives, including participation in collaborative community work directly related to poverty reduction, and development of new initiatives that impact poverty and related issues.

**Position is open until filled and applications are accepted and reviewed on an ongoing basis.**

Applications should be submitted to [info@wlspc.ca](mailto:info@wlspc.ca)

Applications should include a resume and cover letter indicating your experience in community development and/or social planning work, and a description of why you are interested in the position and how you feel you fit the role.

All applications will be acknowledged, but only those invited for an interview will be contacted.