



SEXUAL ASSAULT CENTRE KINGSTON:
EXECUTIVE DIRECTOR

The Sexual Assault Centre Kingston is a feminist organization providing emergency, crisis, short term and long term supportive counselling, information, referral and advocacy for survivors of sexualized violence as well as public education and advocacy about violence against women and children.

Roles and Responsibilities

The Executive Director will apply her feminist, anti-racist, anti-oppression analysis of sexual violence against all genders to the work of the Sexual Assault Centre Kingston. She will provide superior leadership in the daily management of the organization's financial, administrative, public relations, human resources and service delivery systems. Working cooperatively and effectively with the Board of Directors and staff team, she will ensure that all such systems comply with the mission statement, beliefs, aims and policies of the organization and ensure a high quality of service delivery to clients.

Qualifications

- Experience at a management level in a non-profit feminist organization
- Background in the area of sexual violence against women
- Demonstrated ability to provide effective and responsible leadership using a cooperative and collaborative management style, with demonstrated strength in the management and motivation of human resources
- Demonstrated experience in financial management, including budget preparation, financial projections, expenditure control and grant proposal writing
- Ability to work effectively with a broad range of funders, community organizations, government and media
- Demonstrated ability to work effectively with a volunteer Board of Directors
- Excellent written and verbal communication skills in English as well as strong computer skills

Assets

- A degree/diploma in a social science/human resources area
- Experience with social media
- Proficiency in French (written and verbal)
- Additional language(s)
- Knowledge of services and resources in the organization's catchment area

We encourage women who are racialized, trans identified, indigenous, LGBTQ+, Francophone and women with disabilities and lived experience to self-identify in their application.

This is a permanent, full-time position. Salary will be determined based on experience.

Applications must contain a cover letter explaining your interest in the position and how your qualifications are appropriate and a detailed resume, prepared in one document with your name as the file name.

Applications may be submitted to sackingstonedhiring@gmail.com by **5 p.m on Friday June 9th, 2017.**

Candidates selected for an interview will be contacted by Friday June 16th, 2017.

Pursuant to the Ontario Human Rights Code, section 24, this position is open to self-identified women only.