



Director of Corporate Services

Job Ad

The Organization

Our award winning organization is looking for a superb Director of Corporate Services. Stella's Circle has a mission to transform lives by offering Real Homes, Real Help and Real work. Each year, we work with 1,000 inspiring participants who face many barriers from fully participating in their community. These barriers may include mental health issues, addictions, poverty, homelessness and criminal justice involvement. Our organization has over 125 dedicated staff operating within an \$8 million budget.

The Position

As the Director of Corporate Services of Stella's Circle, you are the engine that keeps the organization going. You report to the CEO and are a member of the senior management team. You, along with your four direct reports, are accountable for the overall financial, administrative, human resource and information technology needs of Stella's Circle and the Stella Burry Foundation.

But you're more than that. You're driven to succeed with a passion for social justice. You are strategic and have the management experience to make a difference. You are an enthusiastic participant in our strategic planning process. You do what needs to be done to make Stella's Circle even better.

Roles and Responsibilities

Responsibilities will include but will not be limited to:

- Preparing financial statements and reports for funders and the management team and providing financial advice to staff and the Board of Directors
- Preparing comprehensive annual budgets and providing advice and training on all budgetary matters
- Working with an external auditor
- Providing leadership in the areas of human resource management, including reviewing and updating policies and procedures
- Developing a comprehensive Human Resource Management Plan
- Overseeing all payroll functions
- Negotiating and managing employee benefits programs (Group Insurance and RRSPs)
- Overseeing Occupational Health and Safety programs
- Ensuring organizational Information Technology needs are met by overseeing the planning and implementation of IT infrastructure
- Providing administrative support and guidance to seven administrative assistants in various programs

Requirements

The successful candidate will have:

- Minimum of a Bachelor's degree in relevant field with 10 years experience in a senior management position in the area of finance and HR;
- Experience with Sage 300 ERP accounting software; highly proficient in Microsoft Office Suite particularly Word and Excel;
- Excellent written and verbal communication skills;
- Ability to multi-task and have flexibility to work outside of normal working hours when required to accommodate high work volumes and organizational requirements;
- Demonstration of integrity and ethical conduct;
- Previous experience working with a not-for-profit will be considered an asset.

This position offers a competitive salary and benefits plan. The successful candidate must have a certificate of conduct and vulnerable sector check.

Please send cover letter and resume by March 31, 2017 to:

Human Resources Specialist
Stella's Circle
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