

Position required: Provincial Coordinator (Executive Director)
Temporary position, until December 2022

Potential start date: June 15, 2021

The Alberta PCAP (Parent-Child Assistance Program) Council supports Fetal Alcohol Spectrum Disorder (FASD) prevention programs throughout Alberta by providing support through learning and networking events, training, and data collection services. The Provincial Coordinator will work from a home office to coordinate all projects of the PCAP Council, supervise two staff at 1.5 FTE, manage the organization's budget, and prepare all necessary reporting.

Position Responsibilities

- Coordinate and monitor all activities of the Council
 - Supervise staff, including Quality Analyst and Admin Assistant
 - Coordinate annual training and event offerings with committee and staff assistance
 - Oversee projects and activities of PCAP Council committees
 - Monitor activity of the Council's Penelope database
- Monitor financials and complete necessary reporting
 - Monitor the annual budget
 - Manage all contracts and approve all payments
 - Oversee all grant or funding opportunities and submissions
 - Complete reporting to CRA and funders
- Accountability to the PCAP Council Board of Directors and membership
 - Report on Council's activities during Board of Directors meetings
 - Facilitate council communications and collaboration between council meetings
 - Provide an annual report to the membership during the AGM (June)
 - Act as a point-of-contact and liaison between the Council and the FASD-CMC, researchers, and external consultants and contractors
- Administration/Maintenance
 - Assist the Council in maintaining Society Status
 - Review and maintain documents to support the board and its operations

Position Details

- 35 hours per week
- Hourly rate expected \$38-45 depending on qualifications
- Work from home office with some required in-person meetings
- Reliable source of transportation is required
- Edmonton and area location is preferred

Qualifications

- Strong organization and planning skills; detail-oriented
- Experience working with and maintaining relationships with stakeholders such as government officials
- Financial acumen
- Leadership ability and experience supervising staff
- Experience and/or knowledge of Fetal Alcohol Spectrum Disorder
- Strong verbal and written communication skills
- Experience with data collection and/or case management systems
- Excellent computer skills
 - Competent in MS Office Programs (especially Microsoft Word, Excel, and PowerPoint)
 - Experience using online office/business applications (ex. Google Drive, MailChimp, Eventbrite, Doodle, Trello) an asset
- Post-secondary education in a Human Services degree or related degree and several years of related experience in senior management positions
- Must complete an Intervention Check & RCMP Record Check



Disclaimer:

The PCAP work deals with topics of substance use and addiction, physical/emotional/psychological abuse, birth control, abortion, and trauma. While the successful candidate will not work directly with clients on a day-to-day basis, PCAP Council staff must support the program and Council's philosophies on these topics.

Competition will remain open until a successful candidate is found
To apply, send a resume, and cover letter to

Ashley Baxter, PCAP Council Chair

Email: abaxter@bissellcentre.org

For more information on the Alberta PCAP Council, visit www.alberta-pcap.ca