

The Multicultural and Immigrant Services Association of North Vancouver Island (MISA), operating as the Immigrant Welcome Centre, is currently seeking an experienced and inspiring Executive Director to provide leadership for our organization. This is a full time, permanent, salaried position.

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**Position Title:** Executive Director

**Reports to:** Board of Directors

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### Who we are...

The Immigrant Welcome Centre is a mid-size organization that specializes in immigration settlement and support services to newcomers who are settling in Campbell River, Comox Valley, and the North Island region. Legally known as the Multicultural and Immigrant Services Association of North Vancouver Island (MISA), we are a registered non-profit, charitable society established in Campbell River in 1992.

As an award-winning organization, The Immigrant Welcome Centre is a respected leader in immigrant settlement services and an active proponent for the sector. Through the fostering of strategic partnerships, we are an effective business partner in building our Society and our community's capacities to welcome and settle immigrants in urban and rural communities.

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### Who you are...

As a professional you pride yourself on the following attributes:

- You genuinely enjoy working with a diverse range of people.
  - You are an inspiring leader who is easily able to share your vision and engage partners and team members.
  - You have an energetic and positive approach to your work.
  - You have a strong understanding of not-for-profit leadership and management.
  - You are self-directed and have excellent communication and critical thinking skills.
  - You are a problem-solver, a voracious learner, a lateral thinker and are solution oriented.
  - You genuinely enjoy building and maintaining collaborative relationships at all levels.
  - You are excited about working collaboratively to achieve results with focus, flexibility, and accountability.
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### Summary of Position

The Executive Director (ED) of Multicultural & Immigrant Services Association of North Vancouver Island (MISA), in partnership with the Board of Directors, (the Board) is responsible for providing leadership for MISA's operations and the regional success of MISA's programs and services. Together, the Board and ED assure MISA's purposes, mission, vision and strategic goals

are achieved and that MISA is accountable to our diverse stakeholders, funders, clients and membership across the North Island Region.

The Executive Director provides leadership for MISA's operations, programs and services and the leadership of the administration of program and society budgets of approximately \$2 million. As the senior staff person, the Executive Director functions as Executive Leader, Chief Operating Officer, and Chief Financial Officer for the Association. The Executive Director is accountable to MISA's Board of Directors for achieving organizational excellence and advance programming and settlement services that achieve the organization's purposes, vision, mission, and strategic goals.

The Board delegates responsibility for MISA's operational leadership and management to the Executive Director (ED). This includes the joint development of strategic plans with the board, leading procurement processes for contracts, ensuring effective contract management and service delivery and maintaining an effective working relationship with funders and our communities. The ED has the authority to carry out these responsibilities, in accordance with MISA's purposes, strategic directions and governance policies that are established by the Board. The ED provides direction and enabling to the Board and has a strong understanding of governance and a willingness to work closely with the Board of Directors and Board Committees.

The Executive Director Position leads a dedicated and talented staff team of 30. The position is based out of MISA's Campbell River head office located in the Campbell River Immigrant Welcome Centre.

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### **Executive Director Job Description**

The job description is included in the Application Package area and describes in detail the key competencies, skills, and responsibilities for this position.

### **Qualifications**

Degree from a recognized University in leadership, business administration, community, social services, or equivalent area relevant to the position, with a minimum of five (5) years leadership experience in non-profit sector.

### **Preferred Qualifications**

Master's Degree from a recognized University in leadership, business administration, community, or social services with minimum of three (3) years leadership experience in the non-profit sector. Or a Master's degree relevant to the position from a recognized University with a minimum of five (5) years experience in community leadership.



## Job Posting

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### **To Apply**

Visit our website, [immigrantwelcome.ca/executive-director-leadership-opportunity/](https://immigrantwelcome.ca/executive-director-leadership-opportunity/) for more information and to download the application package.