



Alberta Native Friendship Centres Association

EMPLOYMENT OPPORTUNITY

POSITION: **PROGRAM MANAGER - (full-time, permanent, benefits plan)**
Community Development Program

REPORTS TO: **EXECUTIVE DIRECTOR**

The ANFCA represents an amalgamation of strong, autonomous Alberta-based Friendship Centres and supports these member Friendship Centres in fulfilling their individual missions and visions with a common goal of improving the quality of life of all urban Aboriginal people residing in Alberta.

JOB SUMMARY: The Program Manager is responsible for overseeing the Community Development Program of the ANFCA. The main objective of this program is to provide ongoing support to Friendship Centres within Alberta in the areas of governance and management. This program also provides planning and evaluation support for Friendship Centres and supports them with the development of positive working relationships with key stakeholders within their urban areas.

KEY RESPONSIBILITIES

1. Managing the Aboriginal Friendship Centre Program (AFCP) in Alberta
2. Developing and maintaining close relationships with representatives from Alberta-based Friendship Centres
3. Ensuring that all reporting requirements are met by each organization
4. Reviewing and providing analysis of financial statements
5. Maintaining a well organized filing system for all reports and documents received
6. Monitoring the performance of Friendship Centres and providing recommendations for funding
7. Supporting Friendship Centres with the development of Business Plans and Annual Reports
8. Providing workshops and support to Friendship Centre board of directors and staff members
9. Assisting Friendship Centres that encounter situations of difficulty

KEY RESPONSIBILITIES – continued

10. Assisting with the development of training resources for improving Friendship Centre governance and management
11. Supervising project-based personnel that support the Community Development Program
12. Assisting with the strategic planning of the Community Development Program
13. Perform other duties as assigned by the Executive Director

QUALIFICATIONS

Essential qualifications:

- The candidate must have completed a degree/diploma in the social sciences, social services, business administration or a related area.
- The candidate will have a solid understanding of the diversity of Aboriginal cultures and basic cultural protocols.
- The candidate will have experience with report writing and reporting procedures.

Preference will be given to candidates with the following qualifications:

- Experience and familiarity with project management procedures
- Workshop facilitation and resource development experience
- Familiar with proposal development and with reading and understanding financial statements

Note: Both Aboriginal and non-Aboriginal candidates are encouraged to apply.

STARTING SALARY: Between \$45,000 and \$60,000 depending on qualifications.

SUBMITTING A RESUME

Please submit a resume and cover letter. Submissions without cover letters will not be considered.

Please submit by mail, fax, or email to the following contact by: **August 15, 2008**

Alvaro Loyola
Executive Director
Alberta Native Friendship Centres Association
10336 – 121 Street
Edmonton, Alberta, T5N 1K8

Phone: (780) 423-3138
Fax: (780) 425-6277
Email: a.loyola@anfca.com