

Executive Manager
Lakeland Out of the Elements Shelter Society
Lac La Biche, AB

Lakeland Out of the Elements Society is inviting applications for a talented and compassionate leader to be our Executive Manager. In this newly created and salaried position, you will report to the Board of Directors. You will be responsible for overseeing the administration, program delivery, and strategic planning for the mat and transitional housing program. Duties include:

- Recruit, hire, and manage staff to contribute to the society's mission as a team with and from a growth mindset
- Ensuring that staff are delivering quality services and programming to clients from a trauma-informed perspective
- Financial management
- Assisting with grant writing and reporting
- Fundraising and stakeholder engagement
- Human Resources
- Program development

Who we are:

LOESS is a non-profit, charitable organization established in 2012 to provide services and support to those experiencing homelessness. All of our services are confidential and free of charge. Programs include:

- 12 bed Emergency Shelter, food, showers, etc.
- 4 transitional housing spaces within the facility
- service coordination with community service partners
- in house programming (life skills, job preparation, financial management)
- outreach Services

Who you are:

The ideal candidate will have a post-secondary degree or diploma in a relevant social service field, or another related field with experience in a managerial/leadership role within a social work or social services setting. Experience and/or education in employee relations, homelessness, case management, and transitional housing are assets.

To apply:

- Call 780-404-7357 or check out our website lakelandshelter.org for more information.
- Provide three references applicable to this position
- Send your resume to lakelandoutoftheelements@outlook.com by July 26, 2024.