



Stormont • Dundas  
Glengarry • Akwesasne

## Executive Director

The Executive Director's role is to ensure the delivery of all programs and services available to victims of crime and tragic circumstances in Stormont, Dundas, Glengarry and Akwesasne, under the supervision of the Board of Directors. The Executive Director must demonstrate a high level of commitment and energy to oversee challenging and demanding programs and is required to represent and promote the organization to police, emergency services, community agencies and the community at large.

### Responsibilities:

- Manage all programs and services related to the development, implementation and operation of the organization's mission
- Provide leadership to staff and supervise their activities
- Work closely with police and other community agencies
- Oversee all aspects of financial management of the organization; prepare quarterly reports
- Liaise with funding Ministry and ensure that program and volunteer requirements are met
- Organize fundraising events
- Ensure that all agency policies and procedures are followed

### Requirements:

- University Degree in the Social Sciences field
- Two to five years of experience leading an organization in a management or supervisory role
- Experience in victim services and/or crisis response work
- Computer skills (Excel, Word, Publisher); ability to design/work with spreadsheets
- Valid driver's license and access to a vehicle
- Excellent organizational and communication skills
- Knowledge of community resources and ability to maintain good working relationships with police officers, emergency personnel, volunteers and a broad range of social service providers
- Must be fluently bilingual (French and English)

Apply to: Victim Services of S.D.G. & A.  
Michael Galvin, Board Chair  
707 A Rosemount Avenue  
Cornwall, ON K6J 3E5  
Fax: 613-938-8420  
E-mail: [info@vsv-sdga.ca](mailto:info@vsv-sdga.ca)

Closing date: Monday, September 26, 2016 at 4:00pm

*We thank all applicants but only those selected for an interview will be contacted.  
Pour voir cette offre d'emploi en français, s.v.p. visitez notre site web [www.vsv-sdga.ca](http://www.vsv-sdga.ca) (À propos de nous – Nouvelles et événements)*