

Fetal Alcohol Family Association of Manitoba Inc. (FAFAM)

Executive Director – Full time

The Organization:

The Fetal Alcohol Family Association of Manitoba Inc (FAFAM) is a non-profit, registered charitable organization, which provides support to families raising children, youth and adults with Fetal Alcohol Spectrum Disorder (FASD).

Position Summary:

Reporting to the Board of Directors, the Executive Director is responsible for the overall leadership, planning, development, implementation and administration of programs and services consistent with the mission and strategic direction established by the Board of Directors of the Fetal Alcohol Family Association of Manitoba Inc. This position requires flexible hours and the personal use of a motor vehicle. Travel may be required.

Qualifications:

Post secondary diploma or degree in health or social sciences or related discipline. Equivalent education and experience may be considered.

Previous experience (1-2 years) working in a non-profit environment developing and delivering programs and workshops, networking with clients and/or other service providers, including interpreting financial statements, preparing grant proposals and conducting program evaluation.

Demonstrated excellent interpersonal, communication (oral and written), organizational, collaboration and analytical skills, including public speaking and workshop delivery.

Proficiency in application computer technology, including, Word, Excel, PowerPoint, Outlook and QuickBooks or other similar accounting software is required.

Experience developing newsletter using applications such as publisher would be considered an asset.

Experience/education related to fetal alcohol affected families would be considered an asset.

Full job description is available upon request or by visiting the Fetal Alcohol Family Association website.

Please indicate your salary expectations in your cover letter.

Apply to:

Recruitment Committee
Fetal Alcohol Family Association of Manitoba
3rd Floor - 555 Broadway
Winnipeg, Manitoba R3C 0W4
Fax #204-940-1283 or e-mail fafam2@mts.net

We thank all who apply and advise that only those selected for further consideration will be contacted.

Your cover letter and resume must clearly indicate how you meet the qualifications.

Closing Date: February 12th, 2010