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| **JOB POSTING**  **Transitional House Manager** | | Aboriginal Mother Centre Society | | | |
| The Aboriginal Mother Centre Society is a non-profit organization that provides Transformational Housing (TH) and other supports for single, Aboriginal mothers in Vancouver, including a licensed daycare for children age 3-5, and other social support programs to the TH Residents and some community members. The Aboriginal Mother Centre Society is seeking an energetic, conscientious and detail-orientated individual who enjoys making a difference. | | | | | |
| **Job Title** | Transitional House Manager |  | |  | |
| **Name of Facility** | Aboriginal Mother Centre Society |  | |  | |
| **Qualifications** | * A Bachelor’s degree in finance, business management or related field, or a minimum 4 years related experience in a non-profit environment. * Knowledge of Aboriginal and urban Aboriginal culture, traditions, history and issues. * Strong finance skills and business acumen. * Strong attention to detail. * Strong organizational skills, ability to multi-task in a dynamic working environment; self-motivated personality; ability to work independently and as a team player. * A strength based, solution oriented, and family centered approach is required. Emotional maturity and excellent track record with confidentiality and professional boundaries is required. * Criminal records check required. * Strong operational management skills and experience. * Strong property management skills and experience.   . | | | | |
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| **Key Responsibilities** | * Accomplishes department objectives by managing staff, planning and evaluating department activities. * Empower and motivate woman we serve. * Develops, coordinates and enforces systems, policies, procedures, and productivity standards. * Develops personal growth opportunities with the resident of the AMCS Transitional House. * Provide anti-oppressive support. * Ensure a safe and secure work and living environment. * Building trusting relationships with staff and the Residents of the AMCS Transitional house. * Define objectives, identifies and evaluates trends and options, choose a course of action and evaluate outcome. * Work with the Program Managers to secure program funding and ensure completion of ongoing required documentation, reporting and on target with budgeting. * Accomplishes staff results by communicating job expectations, planning, monitoring, and appraising job results. * Accomplishes financial objectives by forecasting requirements, preparing an annual budget, scheduling expenditures, analyzing variances, and initiation corrective actions. * Ensuring effective AMCS operations, including emergency procedures, compliance with building and fire codes, meeting insurance requirements, earthquake preparedness and other facilities needs are met, including managing the alarm and security requirements. * Liaise with funders to ensure AMCS is on track with all reports and to secure additional funding. * Attend staff meetings and provide say to day operations and communications including possessing organizational and computer skills * Other duties as required | | | | |
| **Location** | Vancouver | **Employment Terms** Full Time | |  | |
| **Position Start Date** | As soon as possible | **Closing Date** Ongoing until filled | | | |
| **Salary** | To be Determined upon Hiring | **Hours of Work** 40 hours per | | week | |
| ***Additional Notes*** | *Due to the nature of the work environment, it is required that all staff members perform duties beyond their job description, such as, but not limited to, answering phone, taking messages, helping other employees with organizing community events, and assist co-workers regardless of the program.* | | | | |
| **Contact Information**  **Please submit your cover letter (please self-identify if you are of Aboriginal Ancestry) and resume to:** | | | | | |
| **Name** | Maura Gowans | |  | |  |
| **E Contact -Mail Address** | ed@aboriginalmothercentre.ca | | *Fax #* | | 604-558-2628 |
| **Mailing Address** | 2019 Dundas Street, Vancouver, BC | | V5L 1J5 | |  |
| **Website Address** | [www.aboriginalmothercentre.ca](http://www.aboriginalmothercentre.ca/) | |  | |  |
| *Thank you for your application; AMCS will only contact successful candidates that meet the requirements for an interview.*  *For more information or other employment opportunities, please visit our website.* | | | | | |