
Executive Director

Full-Time, Permanent Location: Edmonton

Are you looking to make a difference for youth in your community? YOUCAN Youth Services is a non-profit charitable organization dedicated to empowering youth, so they have the knowledge, support, and skills to remove themselves from harm's way. We assist young people in transitioning into employment or back into education. Our Mission is to engage young people to transform their lives by interrupting the cycle of harm. We believe in a 50/50 attitude and approach when working with youth; we will work very hard for them, but we expect them to work very hard for themselves.

Job Summary

The Executive Director plays a pivotal role in steering YOUCAN Youth Services towards its mission, working closely with the Board of Directors and staff to ensure strategic alignment, operational excellence, and sustainable growth. This leadership position demands a visionary approach, fostering a culture of accountability, collaboration, and continuous improvement. Reporting directly to the board, the Executive Director is responsible for overseeing all aspects of the organization's operations, finances, and stakeholder relations.

Major Duties & Responsibilities:

- Promote the mission and vision of YOUCAN Youth Services throughout the Edmonton area.
- Identify, develop, and foster community partnerships that increase awareness of the work of YOUCAN Youth Services.
- Accountable for the efficient daily operation and continuous improvement of all existing programs.
- Ensures programs are regularly reviewed for strategic alignment and impact, while working closely with stakeholders to develop new programs as needed to address evolving needs of the community.
- Responsible for the overall leadership and management of the Edmonton team.
- Lead the senior leadership team through execution of YOUCAN Youth Services strategic and operational objectives.
- Accountable for meeting fundraising goals and ensuring regular and appropriate communication between YOUCAN and all funding sources or potential funding sources.
- Accountable for the integrity of all financial records, budgets and reports and ensures details are provided to funding sources as needed.
- Presents proposed operating and capital expenditure budgets for review and approval by the Board.
- Build social awareness in the community at large and guide the organization through the next steps of growth and development by actively participating in internal and external initiatives that will raise YOUCAN's profile in the business community.
- Deals with media relations and communications of the organization as needed.

Key Competencies to be Successful in this Role:

Accountability

- Ensure the achievement of organizational goals and strategic outcomes, recognizing and celebrating team achievements.
- Cultivate a culture of accountability within the organization, where individuals take ownership of their actions and decisions.

Communication

- Proactively gather key information to inform communication strategies, ensuring alignment with organizational objectives.
- Foster dialogue and shared understanding through diverse communication channels, promoting transparency and engagement.

Decision Making

- Establish a consistent decision-making framework across the organization, promoting alignment with priorities.
- Anticipate environmental changes and emerging trends, enabling the organization to adapt and thrive.

Developing Self & Others

- Cultivate a culture of continuous learning and development, where knowledge and growth are valued and rewarded.
- Lead by example, demonstrating a commitment to personal and professional growth.

Teamwork

- Foster a collaborative work culture that values sharing of information, knowledge, and expertise.
- Promote organizational teamwork goals through inclusive leadership and supportive behaviors.

Inspiring Others

- Instill a sense of energy, excitement, and optimism across the organization, modeling passion for the mission and values.
- Identify resource gaps and develop strategies to optimize resource utilization, ensuring organizational effectiveness.

Leading Change

- Champion transformational change within the organization, communicating its relevance and sustaining momentum.
- Monitor progress and adjust change initiatives as needed, consolidating improvements and promoting diversity and inclusion.

Thinking Strategically

- Formulate broad strategies to address multi-dimensional issues, considering various viewpoints and agendas.
- Maintain a broad, strategic perspective while attending to crucial details, adapting strategies to changing circumstances.

Qualifications, Skills & Abilities:

- A passion to help at-risk youth and being relentless in the mission to help young people out of harm's way and onto a path of economic independence.
- Post-secondary diploma or degree in fundraising, business, social services or equivalent.
- 5+ years of progressive leadership experience working with vulnerable populations in a not-for-profit sector with a focus in program development, fundraising, overseeing operations and stakeholder relations.
- Superior interpersonal, presentation, public speaking, listening and negotiation skills.
- Proven skills for building relationships with internal and external stakeholders.
- Ability to professionally manage strategic partnerships with consultants, businesses, and government representatives.
- Exceptional planning and prioritization skills, time management and organizational skills.
- Demonstrated drive and initiative to accomplish results and drive accountability.
- Financial knowledge of accounting and effective administration practices.
- Employment Security Check, Child Intervention Check and Class 5 Driver's License.

Working Conditions:

- The main working hours are Monday to Friday 8:30am to 4:30pm, regular flexibility will be required as evening and weekend priorities arise. Moderate amounts of overtime may be required.
- This will be an office-based position which also requires frequent external meetings and presentations and may be out of the office on a regular basis.
- Moderate physical effort is required to assist with events or programs that could involve lifting and standing for long periods of time and working in various climates. Prolonged periods of sitting, telephone use, and computer use.
- Due to the nature of the job, and our commitment to a safe environment, the candidate is subject to a criminal record check.
- This position requires the use of a personal vehicle for company use.
- Company benefits, Group RRSP Plan and six weeks' vacation offered.

Closing Date: Until a successful candidate is found

If you are interested in applying to this position, please submit your cover letter and resume in a pdf format to hr@youcan.ca .

Thank you for your interest in YOU CAN Youth Services.
Only those candidates selected for an interview will be contacted.