

## Pembina Active Living (55+) Executive Director Search

**The Opportunity:** As Pembina Active Living (55+) prepares to move into its new home, we are seeking a vibrant, dynamic, and energetic Executive Director to join us as we grow and set new goals to build a diverse ethno-cultural and inclusive community through outreach and programming. Reporting to the Board of Directors, the Executive Director will be an important part of the team and will be responsible for the successful leadership and management of the organization, contributing to the strategic direction and implementation of policies and programs as set by the Board.

**The Organization:** Pembina Active Living (55+) is a non-profit, charitable organization whose mission is to enhance the quality of life for older adults in South Winnipeg. We are a home away from home where older adults can experience a sense of community, inclusion, and well-being through participation in leadership, innovative programming, active living, and leisure pursuits. Find us at [www.pal55plus.ca](http://www.pal55plus.ca).

### Qualifications

- Bachelor's Degree or equivalent, in one or more of the following: Social Work, Family Social Sciences (Specialization in Aging), Recreation Management, Community Development, or Business Administration
- 3+ years of progressive non-profit leadership and management including human resource; program planning, development, implementation, and evaluation; group facilitation, and projects
- Experience in financial management
- Proven record in fundraising and successfully accessing grants
- Experience working with 55+ groups
- Knowledge of opportunities and issues affecting older adults
- Excellent written and oral communication skills including public relations and public speaking
- Strong interpersonal skills and teamwork skills and must be able to work with diverse groups
- Knowledge of federal and provincial legislation applicable to voluntary sector organizations
- Proficiency in the use of information technology e.g., MS Office/Google Suite, financial and customer management software, and virtual and social media communication

### Application Details

Job type: Permanent, Part-time (0.6 FTE)

Hours of work: Tuesday to Thursday from 8:30 am to 4:00 pm

Salary: Commensurate with education and experience

Benefits: Free on-site parking; paid vacation; casual business attire

Location: Whyte Ridge Community Centre, Winnipeg

Posting Date: July 2, 2021

Closing Date: July 16, 2021, at Noon

Expected Start Date: Immediate

Please submit Cover Letter, Resume, salary expectations and three References to: [office@pal55plus.com](mailto:office@pal55plus.com) and include **Executive Director Search** in the subject line