



## **Mission**

*Strengthening the Oaklands community by providing programs, services and resources for its residents, businesses and visitors.*

# EXECUTIVE DIRECTOR

OAKLANDS COMMUNITY ASSOCIATION – VICTORIA, BC

## THE ORGANIZATION

Oaklands Community Association's mission is to support, promote and provide quality programs and projects and to facilitate community interaction which will contribute to the safety, health and physical improvement of the Oaklands neighbourhood.

The Oaklands Community Association deeply values connectedness and takes a holistic approach towards being an integral part of a healthy and sustainable community. The centre is always listening to hear the wants and needs of the neighbourhood with the goal of bringing those desires from all ages into Oaklands' backyard.

## YOU ARE...

You are excited by the challenge of a developing community organization with a record of excellence in child care and program services that exceeds certain capacities.

Your experience in organizational development and change process, financial management, capital planning, grant management and fundraising grounds your desire to take an already impressive association to the next level. If you can set a goal on the horizon—and lead your teams to get there together—we want to meet you.

## THE POSITION

As Executive Director, you will work across the community at all levels to realize the mandate of the Oaklands Community Association (OCA). A high level of performance in leadership, communication and administration is required to sustain a responsive, community-focused organization that is engaged in processes with the City of Victoria, Capital Regional District, School District 61, other community associations and special interest groups. A diplomatic confidence and balanced representation will be key to collaborating amid sometimes conflicting interests.

Major accountabilities for the coming years include increased community outreach, building of volunteer resources and strengthening of the financial position as part of capital planning activity. Participation in processes associated with the development of the Oaklands Community Plan will be significant in the 2018-2020 period.

The Executive Director reports to the Board of Directors with respect to policy development, organizational direction and accountability for the annual budget of approximately \$1.2M.

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Oaklands Community Association is a registered charity | BN 882929946RR0001

Oaklands Community Centre  
2827 Belmont Ave #1, Victoria BC V8R 4B2

Oaklands Neighbourhood House  
2629 Victor Street, Victoria BC V8R 4E3

Support to the Board of Directors' committees such as the Finance Committee, Human Resources Committee and the Oaklands Community Association Land Use Committee (CALUC) is ongoing.

We seek a creative and insightful manager of human resources to optimize the skills and capacities of staff, volunteers and contractors where justified. You will lead a complement of approximately 13 full time and 50 part-time staff, augmented by community volunteers whose number varies in accord with the specific project or activity. Certain existing vacancies offer opportunity to give shape to a re-imagined OCA to meet the needs of our Strategic Plan and recent Community Needs Assessment.

## WORKING CONDITIONS

This is a full-time position based out of the Oaklands Community Centre, co-located with the Oaklands Elementary School in Victoria, British Columbia.

After-hours work may include but not be limited to attending OCA Board Meetings, community events, and liaising with outside agencies

Salary will be commensurate with experience and a comprehensive benefits package is available.

## TO APPLY

Visit the [following link](#) to find the full job description.

Please submit, in one PDF document, your cover letter and resume to [hr@oaklandsca.com](mailto:hr@oaklandsca.com). The document should be labelled as such: yourfirstname\_yourlastname.pdf

Application Deadline: November 26<sup>th</sup>, 2017 at midnight.

We thank all applicants; only short-listed candidates will be contacted.

OCA is committed to being a leader in supporting and valuing the diversity of the people and community we serve. As such, OCA is an equal opportunity employer.