

## Welcome Inn Community Centre

seeks a dynamic, visionary and innovative **Executive Director** to lead a progressive community focused organization in Hamilton's North End. The Executive Director is accountable to a committed, forward thinking Board of Directors.

Welcome Inn Community Centre lives out its mission as a faith based community centre. In the spirit of our Mennonite roots, Welcome Inn is a place where all people are celebrated and loved unconditionally, and where everyone has a gift to give as well as a need to receive. We are a caring community in which people are challenged to grow in self-esteem and respect for others.

Welcome Inn Community Centre's **vision** is to foster community resilience among children, families and seniors through education and relationships that allow all people to understand, develop, and improve their own diverse assets.

### Working Goals

- ⌚ To explore and facilitate opportunities for people to achieve health through providing for basic needs in a way that promotes resilience, dignity and respect.
- ⌚ To facilitate learning and skills development in all people, recognizing that each person has both a gift to give and a need to receive at all times.
- ⌚ To intentionally create connecting points that allow for meaningful relationships to develop. These relationships will reflect the diverse nature of our community.
- ⌚ To explore and facilitate opportunities for people to relate to God and to each other in a welcoming and respectful environment that is open to diversity and safe from harm.

### RESPONSIBILITIES

1. To ensure that the programs, policies and procedures are consistent with the Mission, Vision, Mandate and goals of WICC.
2. To maintain a high level of integrity and confidentiality, reflecting Christian respect for those whom we serve.
3. To be an advocate for the people we serve and the neighbourhood we serve in.
4. Be knowledgeable and appropriately informed about the North End and city-wide strategic directions and their impact on those we serve and the organization as a whole.

### QUALIFICATIONS

- 5+ years of experience in non-profit management
- Minimum undergraduate degree required.
- Extensive experience in fundraising, grant writing, proposal development
- Basic bookkeeping, financial management and budgeting knowledge and experience
- Demonstrated ability to collaborate with multiple partners, organizations, government, churches, etc.
- Experience with LHIN M-SAA, OHRS, WERS, MOH
- Conflict resolution skills and ample common sense
- Experience in micro-enterprise development, social enterprise, micro-finance and business incubation will be an asset.

- Demonstrated ability for team leadership, training and development, human resources management experience an asset.
- Excel in communications skills: verbal, written, and promotional
- Administrative and supervisory experience including computer skills, technological know-how, charities regulations, building maintenance, risk management, social media and website experience, etc.
- Respectful, non-judgmental listener and quick learner
- Relate to diverse populations to promote dignity
- Experience working with seniors, children, and other at-risk populations will be an asset.

For more information about Welcome Inn Community Centre please visit: [www.welcomeinn.ca](http://www.welcomeinn.ca)  
Salary and comprehensive benefit package based on experience

Please apply in writing with a cover letter, resume and brief writing sample to:

Executive Director Search Committee

[edsearch@welcomeinn.ca](mailto:edsearch@welcomeinn.ca)

Applications must be complete and received no later than end of day **October 8, 2010**.

**No phone calls please**

We thank all who apply but only those who will be interviewed will be contacted.