

# Employment Opportunity

THE ASSOCIATION OF COMMUNITY LIVING – VIRDEN, MB BRANCH

## Executive Director/Administrator

The Association for Community Living – Virden Branch is seeking an Executive Director/Administrator to provide leadership for an organization that provides services to people with intellectual and physical disabilities.

The Executive Director/Administrator is responsible for the overall management of the organization, alongside the volunteer Board of Directors. The Executive Director/Administrator will be responsible for the day to day administration, hiring and dismissal of personnel and financial oversight. A full job description is available upon request.

### THE IDEAL CANDIDATE WILL HAVE THE FOLLOWING:

- Education in business or non-profit administration, or education in working with people with developmental disabilities. Comparable education will also be considered, at the discretion of the Board.
- Experience working with clients with developmental disabilities.
- Experience working in a supervisory role.
- Demonstrated ability to effectively supervise employees.
- Demonstrated ability to work within a unionized setting.
- Ability to work with a volunteer board of directors
- Good inter-personal and communication skills
- Good technological skills, including working with Microsoft Office (or similar programs)
- Self-motivated
- A clear criminal record and vulnerable sector check, as well as an Adult Abuse Registry Check is required to be hired into the position.
- Following hiring, the incumbent will be expected to hold a Manitoba class 5 driver's license (or equivalent), and to work towards their CPR/First Aid level C certification and Non-Violent Crisis Intervention training.
- The incumbent will be required to be "on-call" for urgent needs outside of regular business hours Monday to Friday, and at least every third weekend. This time will be compensated according to the policies of the organization.

### COMPENSATION:

\$26.00/hr for 40 hours a week, plus compensation for "on call work" that may arise.

### TO APPLY FOR THE ROLE, PLEASE FORWARD A COVER LETTER AND RESUME TO:

Fr. Matt Koovisk – Chair, Board of Directors  
 Association for Community Living – Virden  
 Box 1957, Virden, MB R0M 2C0

Ph: 204-748-1444 | E-mail: [recruitment@aclvirden.org](mailto:recruitment@aclvirden.org)

*Applications will be accepted until February 28th, 2023.*

*We thank you for your interest in this role,  
 but only those shortlisted for interviews will be contacted.*