

Qualifications

- Minimum five (5) years in a senior management role, including extensive knowledge of the Employment Standards Act
- A postsecondary degree in a related field (e.g. Social Sciences or Social Justice) and/or an equivalent combination of education and experience, ideally in a non-profit HIV sector
- Demonstrated ability to report to a Board of Directors and carry out their strategic directions
- Strong written & oral skills, including keeping accurate records and developing narrative/financial reports
- Strong financial capabilities, with the ability to manage an annual budget of a least \$2 million, including preparing budgets for Board approval
- Must be proficient in MS office Suite (and others);
- Must have a Class 5 Drivers License

Key duties:

- Oversee the human and financial resources to implement CAAN's objectives and activities
- Supervise two major departments of Programs and Research
- Establish, prepare and implement annual budgets, financial and administrative controls
- Formulate and approve promotional campaigns
- Approve overall personnel planning, including hiring, training and ensuring annual personnel appraisals are performed
- Represent the organization, or delegate representatives to act on behalf of the organization, in International, National & Regional committees, councils, etc.
- Vision and plan for both the short and long term objectives and activities to achieve CAAN's mission
- Work closely with committees, including finance, personnel, and contract negotiation.
- Plan, organize and implement fundraising initiatives

Preference will be giving to persons with Indigenous ancestry. People living with HIV and/or HCV are strongly encouraged to apply.

This is a permanent full-time position subject to CAAN policies and salary scales. This position is based out of Vancouver, British Columbia

Excellent working conditions, competitive salary, expected start date: Mid to late August

Please submit resume and cover letter by email: **Att. Don Turner, CAAN Treasurer at treasurer@caan.ca**

Deadline: July 15th, 2019 by 4:00 pm PDT.

(ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED)

Vancouver Office: 6520 Salish Drive, Vancouver, BC V6N 2C7

 1.888.285.2226  604.266.7616  604.266.7612

Halifax Office: 113-154 Willowdale Drive, Dartmouth, Nova Scotia B2V 2W4

 902.433.0900  902.433.3041

 info@caan.ca  www.caan.ca