

# SEARCH

Student Energy in Action for Regina Community Health



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## *Executive Director Job Description*

**Job Title:** Executive Director

**Responsible to:** SEARCH Board of Directors

### **Job Summary:**

Student Energy in Action for Regina Community Health (SEARCH) is seeking a qualified and energetic individual to fill the role of Executive Director. SEARCH is a non-profit and charitable student-run, interdisciplinary primary health care initiative situated in the North Central community of Regina. The Executive Director will be responsible for all administrative duties as well as providing supervision for after-hours clinics shifts on Saturday afternoons and Monday evenings. The Executive Director will supervise a team of 20+ post-secondary students and professional mentors, while ensuring all client needs are met.

The ideal candidate will have experience in human service related work and/or possess human service related education. Knowledge of the following would be considered an asset for this position: Canadian Indigenous populations, culturally diverse groups, social determinants of health, food security, housing, infectious diseases, primary health care, health issues, mental health and addictions, and women's health issues. Knowledge of community resources in Regina is a major asset. SEARCH is committed to diversity.

### **Duties & Responsibilities:**

- Management and administration of all SEARCH activities;
- Budgeting, attention to cash flow, cheque writing, accounts payable and receivable accounting;
- Grant writing, the attendant reporting accountabilities, and other fundraising activities;
- Event planning and implementation;
- Supervision of clinical and program activities;
- Staff contracting, supervision, invoicing and payroll submission;
- Liaison with partners and other affiliated organizations, meetings, and other activities and reporting as required;
- Marketing and speaking with other organizations on behalf of SEARCH; &
- Other duties as required.

**Qualifications:**

- Undergraduate bachelor degree in a related field;
- Professional designation is an asset; &
- First Aid/CPR certification.

**Knowledge, Essential Skills, & Abilities**

- A demonstrated ability to work with individuals from diverse socioeconomic and cultural backgrounds;
- Experiences in office organization including proposal writing and budgetary items;
- Basic bookkeeping and/or accounting experience;
- An understanding of the principles of community development and the proven ability to put them into practice;
- The ability to form and keep positive partnerships and relationships (including, but not limited to community members, peers, board members, other agency staff, and funders);
- Leadership abilities;
- An understanding of and/or experience working with Boards;
- Volunteer Management experience;
- The ability to communicate clearly in both written and oral forms;
- Advanced administrative skills; &
- Advanced computer skills.

**Working conditions:**

- Contract basis, 37.5 hours per week
- Must be available to work evenings and weekends
- Administrative office and primary health care clinic.

**Security and Safety**

- Criminal Record Check (abstract) & Vulnerable Sector Check

**Transportation/Travel Information**

- Valid driver's licence
- Own transportation

**Salary**

- \$20-25/hour based on experience
- Professional development, benefits, and/or incentives to be negotiated with employer.

**Deadline to apply is July 15, 2018 at midnight. Please email a resume/CV and cover letter to [chairofsearch@gmail.com](mailto:chairofsearch@gmail.com) and cc [reginastudentclinic@gmail.com](mailto:reginastudentclinic@gmail.com).**