



## **Associate Executive Director (AED)**

(The masculine gender has been used to facilitate reading.)

### **The organization**

Welcome Hall Mission is a growing charitable organization that has been serving the needs of Montreal's less fortunate since 1892. It is managed by a dynamic and innovative team, whose activities are aimed at providing shelter, social housing, counseling services and a food bank for the homeless, persons with drug-addiction problems, street youth, children and families, and others.

### **Duties**

The AED is an integral part of the management team at WHM. He reports directly to the CEO on the effective and efficient management of WHM's many services. He is involved in the development of WHM's services and works at developing partnerships that will improve their efficiency and will also help WHM's recipients obtain additional services so they can live a better life and hopefully escape the poverty they face. He is also actively involved in the development of strategies and budgets. He manages the human resources of his department to ensure their development and the quality of service provided. He performs his duties with the aim of providing quality service and ensuring continual growth of the organization in order to help the growing number of individuals living in poverty.

### **Qualifications and experience**

The AED is an experienced administrator with hands-on experience. He is action-oriented and is knowledgeable about the Quebec health-care system. He can demonstrate his ability to develop and implement best practices in the areas of activity under his supervision. He has succeeded in effectively managing the budgets given within the framework of existing financial policies and procedures. He is able to properly represent publicly the organization and understands the issues concerning public communications.

The AED has the ability to submit regularly clear and accurate reports on the status of services under his responsibility. He has excellent project management and interpersonal skills. He has a thorough knowledge of inventory management and integrated management systems. He must be able to apply strategic thinking and display leadership qualities, especially in the management of his services and in team development. He must have a very good business sense, especially with regard to risk management, and ideally have experience as an entrepreneur.

The successful candidate must have a bachelor's degree in Management or in any related discipline applicable to the duties specified. A master's degree in Management or a very

strong background and solid practical experience in financial management related to his field of activity would be an important asset, as well as experience working in a non-profit or charitable organization.

The AED has a thorough and up-to-date knowledge of the management of various health-care programs including mental health, addiction, homelessness, as well as services for families and youths. He has a track record that demonstrates good practical knowledge of these issues and of some of the solutions that may be put forward. An ability to develop innovative and original solutions, despite limited budgets would definitely be an important asset.

The candidate is an evangelical Christian, born-again, and an active member of a church recognized by WHM. The successful candidate must be bilingual, both oral and written.

### **Salary**

This is a full-time position (40 hours per week). Please include your salary expectations in your application.

Interested candidates are asked to submit their cover letter and resume (e-mail, mail or fax) to:

Welcome Home Mission  
606, De Courcelle, Montreal, QC H4C 3L5  
Tel.: 514-523-5288 • Fax: 514-523-6456

E-mail: [CV@missionba.com](mailto:CV@missionba.com) • Web site: <http://missionbonaccueil.com/en/index.php>

No phone calls, please. Only those selected for an interview will be contacted.