

Pincher Creek Foundation - Chief Administrative Officer – Career Opportunity

The Pincher Creek Foundation provides several housing options for seniors and families in Pincher Creek and the surrounding area. The portfolio consists of 50 Lodge Rooms, 24 Seniors Self-Contained Units, and 12 Family Social Housing Units. The Foundation also administers a rent assistance program within the community.

The CAO reports to the Pincher Creek Foundation Board of Directors and is responsible for the administration of each of the Housing Management Body's operations and programs including Crestview Lodge, Seniors Self Contained and Family Community Housing.

The CAO has the responsibility and authority to direct the implementation of the organization's programs and services, and is responsible for the management of all staff members and volunteers. The CAO will be an excellent communicator dedicated to serving needs of the residents who occupy PC Foundation facilities.

Qualifications will include:

- Experience working with a non-profit board and the budget process as it applies to not-for-profit housing
- an understanding of Senior's Housing legislation in Alberta
- an understanding of the specific service options provided by each component of the PC Foundation's housing operations
- working collaboratively with employees in a multi-faceted work environment to improve and/or develop programming
- excellent communication skills
- post-secondary education and/or directly related experience are assets
- a clear criminal record check

Salary: Commensurate with qualifications and experience

Work week: 40 hours per week

Benefits: The Foundation offers a Health and Pension Plan

Interested individuals are asked to submit their resumes in confidence to the attention of the Board of Directors, Pincher Creek Foundation at cao@pcfount.ca or by mail to Box 1058, Pincher Creek, Alberta T0K 1W0, not later than 4:00 P.M. October 8, 2021.

**Letters of reference may be requested.
Only those selected for an interview will be contacted.**