

EMPLOYMENT OPPORTUNITY



Chief Administrative Officer

Smoky Lake Foundation is seeking a CAO with leadership experience in Seniors' Housing and Supportive Living Care. This position reports to the Board of Directors of the Smoky Lake Foundation and is responsible for the overall operations of the Foundation in accordance with the policies and regulations, implementing the organization's programs, services and management of all staff and volunteers. Located just over an hour northeast of Edmonton, the main office is located in the Bar-V-Nook Lodge within the Town of Smoky Lake.

Role:

- Direct and manage the daily administrative operations.
- Provide direction and leadership towards the Foundations' Mission, Vision and Business Plan.
- Develop, implement, and monitor annual operation plans and budgets.
- Incorporate best practices in HR Management to lead a capable, strong team and a positive culture.
- Oversee the Health and Safety for the organization.
- Create/amend policies and procedures as required.
- Research and apply for grant funding.
- Be responsible for payroll and monthly financial reporting.
- Build strategic relationships with other agencies: Government of Alberta and Alberta Health Services
- Utilize resources and staffing effectively.
- Oversee 40 Senior self-contained units plus 2 social housing units throughout Waskatenau, Vilna and Smoky Lake, as well as the 40-unit Vilna Lodge and the 60 unit at Bar-V-Nook Lodge which includes Supportive Living.

Experience and Skills

- Five years of experience in a senior administrative role working with a Board of Directors; considered an asset.
- Understand Alberta legislation, industry standards, and best practices.
- Excellent organizational, management, interpersonal and conflict-resolution skills.
- Detailed budgeting and/or financial experience.
- Working knowledge of computers, storage, networking and other physical devices, infrastructure and processes to create, process, store, secure and exchange all forms of electronic data, including (Sage or Yardi software), would be an asset.
- Understanding of Board Governance Structure.
- Compassionate and understanding demeanor.
- Clean vulnerable sector check.

Education

- Post-secondary, such as a Bachelor's or Master Diploma/Degree in the related field.

Smoky Lake Foundation offers an excellent benefit and pension package along with a competitive salary, and will negotiate within the position's salary range based on experience and qualifications.

Qualified candidates are encouraged to submit a cover letter and resume, in confidence, to:

smokylakefoundation2023@gmail.com

Closing Date: September 5th, 2023, however the competition may remain open until a suitable candidate is found. We thank all our candidates for their interest, however, only candidates selected for interview will be contacted.