



**Job Description: Assistant Director Provincial Association of Transition Houses and Services of Saskatchewan, Inc.**

**Position Title:** Assistant Director

**Location:** Regina, Saskatchewan

**Reports To:** Executive Director

**Employment Type:** Full-time

**Salary:** \$58,500-\$60,450

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**Overview:**

The Assistant Director will fill a key leadership role within our agency, supporting the Executive Director in ensuring the smooth and effective operation of all programs and services. The successful candidate will collaborate with staff, board members, community stakeholders, and funders to achieve the organization's mission and goals.

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**Key Responsibilities:**

**1. Program Management:**

- Oversee the planning, implementation, and evaluation of the organization's programs and services.
- Ensure that programs meet their objectives and are aligned with the mission of the organization.
- Support the development and monitoring of program budgets and performance metrics.

**3. Operations Management:**

- Ensure effective day-to-day operations, including managing resources, and technology.
- Assist in the development of and adherence to organizational policies and procedures.
- Lead efforts to ensure compliance with all applicable regulations, including financial and legal reporting requirements.

**4. Fundraising and Development:**

- Work closely with the Executive Director and development team on fundraising initiatives, including grant writing, donor relations, and event planning.
- Identify new funding opportunities and partnerships to support the growth and sustainability of the organization.
- Assist in the preparation of proposals, reports, and presentations to funders and other stakeholders.

#### **5. Financial Management:**

- Support the Executive Director in managing the organization's budget and financial health.
- Assist with grant management, financial reporting, and audits.
- Help monitor cash flow, expense tracking, and financial forecasts.

#### **6. Human Resources:**

- Foster a positive, inclusive, and productive work environment.
- Ensure compliance with employment laws and organizational policies.

#### **7. Board Relations:**

- Serve as a liaison to the Board of Directors, supporting board meetings and committees.
- Prepare reports and presentations to keep the board informed of organizational performance and strategic initiatives.

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#### **Qualifications:**

- **Education:** Bachelor's degree in Non-Profit Management, Business Administration, Public Administration, or a related field. A Master's degree is preferred.
  - **Experience:** Minimum of 5 years of experience in a non-profit leadership role, with demonstrated success in program management, fundraising, and team leadership.
  - **Skills:**
    - Strong organizational, leadership, and interpersonal skills.
    - Excellent written and verbal communication abilities.
    - Financial management experience, including budget oversight and grant management.
    - Ability to work collaboratively with diverse groups of stakeholders.
    - Proficiency with office software (Microsoft Office, Google Workspace, DropBox, QuickBooks Online)
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**Working Conditions:**

- A blend of remote and in-office work with flexible hours.
  - Occasional evening or weekend hours may be required.
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**Application Process:**

Interested candidates should submit a resume, cover letter, and three references to [paths@sasktel.net](mailto:paths@sasktel.net) by December 31<sup>st</sup>. Only qualified applicants will be contacted for interviews.

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**About Us:**

The Provincial Association of Transition Houses and Services of Saskatchewan (PATHS) is the member association for agencies that provide emergency and second-stage shelter and counseling services to survivors of intimate partner violence (IPV) in Saskatchewan. We support our members through research, training, and providing opportunities for peer support. We strive to create safer communities by working with community agencies and government and by providing public education on the issue of intimate partner and family violence.