



SWAN Vancouver

Culturally-Specialized Supports & Advocacy for Im/Migrant Women Engaged in Indoor Sex Work

23 Sept 2021

CO-EXECUTIVE DIRECTOR (Operations & Culture)

SWAN Vancouver is a non-profit organization based in downtown Vancouver. Through frontline services and systemic advocacy, SWAN promotes the rights, health, and safety of im/migrant women who are engaged in sex work.

The **Co-Executive Director (Operations and Culture)** is a key leadership position at SWAN, working in partnership with the Co-Executive Director (Programs) and the Board. The successful candidate will serve as a passionate, visionary leader for the organization whose primary role is to uphold and articulate SWAN's mission and vision to both internal and external audiences while building strong organizational and operational culture.

To succeed in this role, the Co-Executive Director must have extensive managerial experience and a collaborative approach to leadership. SWAN seeks a team member with the ability to work effectively with people from various abilities, life situations and cultural backgrounds. The successful candidate will work closely with the Co-Executive Director and Board in developing and implementing the organization's strategic goals in order to build strong, collaborative partnerships with colleagues, community partners and others for the benefit of the women served by SWAN.

RESPONSIBILITIES:

1. Operations Management

- * Support staff and board to implement SWAN's strategic plan
- * Provide strategic leadership in SWAN's external relationships
- * Oversee the internal functioning of the organization, including enhancing positive organizational culture
- * Personify consensus building as a tool to empower staff in making and enacting decisions and being accountable to each other, our supporters, SWAN's community partners and most importantly the women we serve
- * Develop organizational capacity and infrastructure to better support program delivery
- * Provide supervision to operations staff and others as needed
- * Manage SWAN's day-to-day finances
- * Build annual budgets that reflect the needs of the organization and facilitate financial management and reporting
- * Work with SWAN's financial team (i.e., bookkeeper, auditor, treasurer) to ensure financial compliance

2. Community Relations Management

- * Initiate, maintain, and strengthen positive community relations, especially amongst sex work, racialized and migrant organizations
- * Lead educational in-service activities and other community education opportunities
- * Promote and represent SWAN in the community and act as the primary spokesperson

3. Human Resources Supervision

- * Oversee all Human Resources policies and procedures including hiring, contracting, conducting annual performance reviews and supporting consistent processes for supervision of staff
- * Analyze and update SWAN's Human Resources policies
- * Train staff on organizational policy and Human Resources processes
- * Manage organizational Human Resources programs and software
- * Provide effective management, guidance, and mentoring to empower a dedicated team to perform well in their time with SWAN and support their career goals

QUALIFICATIONS & COMPETENCIES:

- * 5+ years of non-profit leadership experience
- * You share a strong passion and alignment in values with the work SWAN does and what SWAN stands for
- * You have experience with organizational development and capacity building
- * You possess a highly collaborative work ethic
- * You have proven experience at integrating the principles of social justice, decolonizing practices, trauma-informed practice, and diversity, equity, and inclusion in both theory and practice
- * You are a strategic thinker with the ability to identify and develop new approaches to organizational challenges
- * You are passionate about managing and leading organizational growth
- * You have the ability to lead and communicate with composure when faced with difficult interactions
- * You possess a high aptitude for technology, including Microsoft Office Suite and CRMs (e.g. SUMAC)
- * You are willing to work flexible hours including some nights and weekends to attend events and community engagements as necessary
- * Experience with succession planning is an asset
- * SWAN is particularly interested in considering applications from Mandarin and Cantonese speakers to reflect and support the majority of im/migrant women served by SWAN
- * Applicants with lived experience in sex work, immigration and/or the migrant work sector will be given preference

REPORTS TO: SWAN Board of Directors in partnership with the Co-Executive Director (Programs)

POSITION DETAILS:

- * **Hours:** 40 hrs/week
- * **Salary & Benefits:** \$70 000 – \$80 000 commensurate with experience, plus extended health benefits
- * **Vacation:** 3 weeks, plus paid leave over holiday season at year end

Interested and qualified individuals are encouraged to submit a one-page cover letter and resume to Board Chair Jackie Wong via email to board@swanvancouver.ca.

OPEN UNTIL FILLED.

We thank all interested parties and advise that only those selected to advance in the process will be contacted.