



Miyoskamin Second Stage Housing Program

EMPLOYMENT OPPORTUNITY Director of Miyoskamin House

The Native Women's Shelter of Montreal (NWSM) is seeking a Director for la Maison Miyoskamin, an empowerment centre for Indigenous women and children. Miyoskamin is a new building recently acquired by the Native Women's Shelter of Montreal located at 757 Rue des Seigneurs. Miyoskamin is the site of two new innovative projects: a 2nd stage housing program for Indigenous women and children and the Saralikitaaq Centre, a Community Social Pediatric Centre for Indigenous children and families.

Miyoskamin is a Cree word meaning "spring" or "ground-breaking", which reflects the truly meaningful impact. Maison Miyoskamin will take a holistic approach to health and well-being by pairing affordable housing with the Saralikitaaq Centre, childcare services, trauma counseling, legal services, and more. When doors open in summer 2023, the new program will house, support and empower 23 Indigenous women and their children.

POSITION TITLE: Director

TYPE OF POSITION: Full Time

LOCATION: 757 rue des Seigneurs, Montréal, Qc, H3J 1Y2

SALARY: \$90,000/yr (commensurate with experience)

PROBATION: Three (3) month probation period, after which an evaluation will be conducted.

APPLICATION: Please send a **letter of intent, your resume and two professional letters of reference** to the attention of:

Na'kuset, Executive Director
nakuset@gmail.com

Only those meeting the requirements will be contacted.

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Duties and Responsibilities

In collaboration with the Miyoskamin steering committee and the Board of Directors of the NWSM, the Director is responsible for overseeing Miyoskamin and all its functions. This includes fundraising, establishing community partnerships, including employment and educational development on behalf of the Miyoskamin residents.

The Director of Miyoskamin reports directly to the Executive Director of NWSM. In reference to current operations of Miyoskamin, any changes, updates, and/or final decisions must be approved by the Executive Director of NWSM.

Duties and Responsibilities

1. Prepare for opening of Miyoskamin

- Review, screen and schedule interviews with existing and new housing applicants;
- Distributing information about Maison Miyoskamin services;
- Become familiar with all parts of building regulations (alarms, keys, access, water, electric, etc);
- Review rent supplement application packages and answer related questions;
- Develop a 1 year operational plan to guide the opening of Miyoskamin;
- Create fire/emergency evacuation plan and training;
- Identify items, furniture and equipment needed for opening;
- Attend meetings with Batir son Quartier;
- Creating partnerships with educational and employment development entities
- Overseeing, assigning and coordinating the new residents moving into Miyoskamin

2. Planning

- Endorse the mission, vision and values of Miyoskamin;
- Create and update policies as needed;
- Fundraise and cultivate donor relations in order to ensure the financing of Miyoskamin;
- Promote Miyoskamin to the larger community;



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- Review each resident's employment/education plan, support and follow up regularly;
- Coordinate monthly resident meetings
- Organize workshops and trainings for residents and creating a monthly schedule;
- Develop long-term strategic planning (financing, growth, retention of personnel, etc);
- Represent Miyoskamin with local government authorities and participate in various committees or consultation tables in the area.

3. Operational and administrative management

- Establishing and maintaining a relationship of trust with clients and their families
- Ensuring that clients and their families feel understood and respected
- Create favourable conditions for residents to evolve in a stimulating and rewarding environment;
- Ensure the smooth running of Maison Miyoskamin;
- Dealing with crises as they arise;
- Updating the house rules and ensuring they are followed;
- Maintain relationships with Indigenous community partners;
- Develop innovative partnerships with health, education, justice and social service sector partners;
- Generate and carry out a fundraising strategy to support the initiatives sustainability that builds a diversified funding portfolio;

Qualifications

1. Skills and qualities

- Have a deep understanding of systemic issues facing Indigenous people;
- Demonstrate strong leadership, interpersonal, collaborative and communication skills;
- Ability to establish a positive work environment;
- Strong analytical mediating and negotiating skills;
- Willingness to travel to develop collaborative relationships with Indigenous organizations across the country.

2. Work experience

- At least 2 years experience in a management position in housing/shelter/second-stage housing;



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- Experience with a community housing, social service or health setting;
- Experience with organizational and/or project development;
- Experience as a fundraiser in a non-profit organization;
- Experience with different levels of government;
- Experience working one-on-one with individual action plans;
- Experience in another Indigenous organization (asset);
- Experience working with and maintaining a strict budget.

3. Specialized knowledge

- Knowledge of the historical and contemporary realities of urban Indigenous populations;
- Understanding current issues of poverty and homelessness of the Indigenous population;
- Knowledge of the workings of second-stage housing;
- Knowledge of implementing programming concerning education, development, and employment;
- Understanding of the diversity of Indigenous communities inside and outside of Quebec;
- Bilingualism in English and French;
- Knowledge of an Indigenous language (asset).

4. Education

- Bachelor degree in management, urban planning, administration, social sciences or humanities (a combination of education and experience may be considered);

*****Indigenous applicants will be given priority*****

Only the applicants meeting the requirements will be contacted.