

ATANGARD COMMUNITY PROJECT

2021 Atangard Community Project Job Posting

Position: Executive Director, Permanent, Part-Time.

Hours: 15 hrs per week, unscheduled, with possibility of expansion.

Remuneration: 28.00\$/hr

Reporting to: Board of Directors

Background

The Atangard Community Project (ACP) is a non-profit organization and community housing provider located in the heart of downtown Abbotsford. The ACP is a grassroots initiative that was created by a collaborative effort of friends, family and community working together to create an alternative living option that places an emphasis on relationships and community. The Atangard was created to be a place that would allow people to put time and energy into pursuing their passions, and to be a place that would inspire creativity and passion. Today, the Atangard is home to a group of young professionals and students that have been living together in an intentional community on the second level of the Fraser Valley Inn since September 2009. There are 19 rooms with private bathrooms, some with available double occupancy. Residents share a common kitchen area, dining room, lounge, and laundry facilities. The non-profit is managed by a volunteer board of directors who are also residents of the project and are seeking an Executive Director (residency not required) to help manage operations and plan for the future.

Overview of Role

The ED will be responsible primarily for overseeing the growth and development of the Atangard Community Project in seeking out a new home in Abbotsford. Their primary focus will be working with developers, the City of Abbotsford and other partners to relocate the Atangard Community Project to a new home. The ED's responsibilities will pertain to the long term health of the organization, and will include the visioning, planning and execution of long term development goals and strategies to ensure the continued success of the Project. The ED will build and maintain existing relationships with community partners and seek out opportunities for the Atangard to be involved in creative local grassroots development work.

In addition to project management duties, the ED will be responsible for tasks related to the administration of the ACP Society. In conjunction with the bookkeeper and the board of directors, the ED will ensure that the financial records of the organization are accurate and kept up to date. The ED will be responsible for the completion of other office and administrative tasks as assigned by the Board of Directors.

In a typical week, the ED will spend approximately 10 hours working towards the long term goals of the organization, and approximately 5 hours on administrative work. The ED will work closely with the Board of Directors and will meet regularly with the President, Vice President and Treasurer.

The ideal candidate is creative, passionate about community development and alternative living, professional, self-motivated and organized. We are looking for someone who foresees themselves being part of the development of this Project on a long term basis.

Qualifications

- Proven leadership ability and creative problem solving skills
- Proven ability to work collaboratively in a team environment
- Knowledge of and passion for the community of Abbotsford
- A strong interest in community development and a desire to work in nonprofit/project management
- Professionalism in written and verbal communication.
- Proficiency in using computers, Microsoft office, and Adobe suites.
- Demonstrated experience in administration, basic bookkeeping (Sage Accounting software), and budgeting an asset.
- Demonstrated experience in advocacy work, non-profit management and community engagement work
- Willingness to work flexible hours to include some evenings
- Bachelor's degree in related field preferred

Please submit a cover letter and resume to hire@atanguard.com. No phone calls or visits, please. Only those selected for an interview will be contacted.