



## TSOW-TUN LE LUM SOCIETY HELPING HOUSE

Mailing Address: PO Box 308 Stn Main, Duncan, BC V9L 3X5.  
Address: 2850 Miller Rd, Duncan V9L 6V6.  
Phone: **250-390-3123** Fax: **250-390-3119**  
[www.tsowtunlelum.org](http://www.tsowtunlelum.org)

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### **Job Title:** Associate Executive Director

**This position reports to :** the Executive Director

#### **Position Overview:**

The Associate Executive Director (AED) is the Executive Director's primary support and second-in-command. This senior leadership role ensures the effective operation of programs, people, finances, and organizational systems while upholding the cultural teachings, values, and practices foundational to Tsow-Tun Le Lum. The AED provides strategic and operational leadership across departments, supports supervisors and staff, and plays a key role in community and government relations. In the absence of the Executive Director, the AED acts with full delegated authority, including decision-making, crisis response, and external representation.

#### **Key Responsibilities:**

##### **In continuous consultation with the Executive Director:**

- Support the Executive Director in implementing organizational strategy, Board direction, and policies
- Provide day-to-day leadership and oversight of programs, operations, and supervisors alongside the ED
- Oversee program quality, accreditation readiness, documentation, and compliance requirements
- Support recruitment, supervision, performance management, and staff development
- Assist with budget oversight, financial monitoring, funding compliance, and resource management
- Ensure organizational compliance with policies, cultural protocols, safety, and regulatory standards
- Represent the organization with First Nations communities, partners, funders, and government agencies

#### **Qualifications**

##### **Education**

- Bachelor's degree in Social Work, Psychology, Indigenous Governance, Health Administration, Business Administration, or a related field (required)
- Master's degree in a related discipline (preferred)



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### Experience

- 3–5 years of senior leadership experience in a health, social service, or Indigenous organization
- Experience supervising multidisciplinary teams
- Experience in trauma, mental health, substance use, or community wellness programs
- Strong background working with First Nations communities
- 3-5 years experience in an Indigenous treatment centre or Healing House (preferred)

### Knowledge, Skills & Abilities

- Deep understanding of Indigenous cultural practices, protocols, and historical context
- Strong knowledge of culturally safe, and land-based healing approaches
- Excellent leadership, organizational, financial, and strategic planning skills
- Ability to manage complex issues, multiple priorities, and high-stress situations
- Strong communication, mentoring, conflict-resolution, and decision-making skills

### Additional Requirements

- Minimum **3 years of sobriety** and commitment to modelling an abstinent lifestyle
- Ability to work flexible hours, including evenings or weekends as required
- Ability to travel within the Vancouver Island Zone
- Valid driver's license (preferred)
- Satisfactory Criminal Record Check, including Vulnerable Sector Check

Submit **Cover Letter** and **Resume** to:

**Hiring Committee,**  
**Tsow-Tun Le Lum Society**  
Email: [antonina.skiarenko@ttlss.org](mailto:antonina.skiarenko@ttlss.org)  
PO Box 308 Stn Main  
2850 Miller Rd,  
Duncan, BC V9L 3X5

**PLEASE INCLUDE IN YOUR COVER LETTER:**

1. The Length of time you've been abstinent from alcohol (include social drinking) and drugs, including Marijuana and all Cannabis products.
2. Your **Indigenous ancestry**.