

KAHNAWAKE SCHOOLS DIABETES PREVENTION PROGRAM

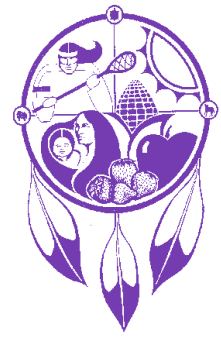
Center for Research & Training in Diabetes Prevention

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**“ Daily Physical Activity, Healthy Eating Habits & a Positive Attitude
Can Prevent Diabetes”**

Job Description: Program Director

The Kahnawake Schools Diabetes Prevention Program Centre for Research and Training (KSDPP) Program Director is responsible for the overall management of KSDPP programs, services, and initiatives, staff, funding, and reporting. The Program Director leads the development, management, and implementation of strategic programming, operational administration, and organizational change management initiatives. The Program Director reports to the KSDPP Executive Committee. The Program Director is familiar with various field concepts (community wellness planning, health promotion, community partnership, intersectoral collaborations, participatory and ethical health research), practices, and procedures, and interfaces with staff, Community Advisory Board, and Research Team.

This means the KSDPP office and office systems are operating efficiently and effectively; KSDPP staff are supervised with respect; KSDPP information is distributed to appropriate persons in a timely manner; KSDPP finances on all projects are being addressed in a timely and efficient manner; and that they serve as a positive role model for KSDPP.

Full-time: (full time = 35 hours per week)

Salary: \$78,000 to \$94,000 annual determined from experience in organizational management and intersectoral health leadership.

Supervisor: KSDPP Executive Committee

The Kahnawake Schools Diabetes Prevention Program Centre for Research and Training is a partnership between the community of Kahnawake and academic researchers. KSDPP aims to prevent type 2 diabetes through culturally grounded health promotion strategies that support children, youth and families to practice healthy lifestyles (healthy eating, daily physical activity and positive attitudes). KSDPP is grassroots governed through the KSDPP Community Advisory Board, with guidance on research through the KSDPP Research Team according to the KSDPP Code of Research Ethics. KSDPP innovates effective health promotion practices, programs and strategies informed by research and community knowledge. KSDPP translates/shares strengths and evidenced based approaches through inter-organizational and intersectoral collaborations in alignment with Kahnawake’s Community Wellness Plan. KSDPP provides a unique training environment for students to build research skills and provides training programs

for community researchers and front-line workers in community mobilization training for health promotion and type 2 diabetes prevention.

1. Leadership of KSDPP

- Identifies, develops and implements strategic organizational effectiveness changes.
- Ensure strategic programming is developed, monitored, reported, and adjusted.
- Ensures program goals are successfully achieved through project planning, implementation, and evaluation.
- Ensures alignment with the Community Wellness Plan, health promotion, primary prevention of type 2 diabetes, enhancing research capacity.

2. Manage KSDPP Organization Operations

- a. Use and maintain office systems and policies.
- b. Participate in KSDPP planning and organizational meetings.
- c. Prepare year end activity report(s).
- d. Recommend appropriate operating policies and procedures.
- e. Ensure office equipment is running efficiently.
- f. Maintain good working order of office equipment and building appliances.
- g. Ensure office is regularly cleaned.
- h. Ensure building security system operational.

3. Manage KSDPP Project Operations

- a. Ensure KSDPP documentation and required signatures are up to date.
- b. Organize regular meetings of the KSDPP Executive Committee.
- c. Supervise the Research Policy Coordinator to organize KSDPP Community Advisory Board (CAB) meetings including preparation of agenda, review and distribution of meeting minutes and documentation, follow up on action items from meetings, regularly poll committee members for agenda items and feedback as appropriate.
- d. Ensures appropriate information is distributed to the KSDPP Scientific Director and KSDPP Research Team.

4. Manage KSDPP Financial Operations

- a. Ensure that annual budget forecasts with appropriate project leads are prepared.
- b. Ensure that monthly and annual budget statements and expense reports, and other reports as requested are prepared.
- c. Ensure KSDPP bills are paid in a timely manner including building, storage and equipment rental, fees (insurance, bank, memberships, etc.).
- d. Approve expenditures as per organizational policy guidelines.
- e. Manage check requests, reimbursements, etc. are properly completed.
- f. Ensure funds transfer from universities are completed in timely manner.
- g. Manage petty cash disbursements.
- h. Searches for funding opportunities and write proposals to support KSDPP activities and salaries with support from the KSDPP Research Team and Community Advisory Board.

5. **Manage KSDPP Communications and Public Relations**
 - a. Ensure KSDPP information (agendas, meetings, mail) is distributed to appropriate personnel, project and teams.
 - b. Ensure public information is distributed in a timely manner.
 - c. Maintain updated KSDPP web-site and Facebook page with website working group.

6. **Manage KSDPP Human Resources**
 - a. Oversee KSDPP staff (including but not limited to Bookkeeper, Research Policy Coordinator, Intervention Facilitator(s), Administrative Assistant, summer students, and research project employees in collaboration with project supervisors) respectfully and per KSDPP policies.
 - b. Ensure employees' payroll is completed accurately, including review and approval of time sheets.
 - c. Ensure appropriate employee benefits are determined and applied.
 - d. Participate in employee search and hiring processes.

7. **Other Tasks**
 - a. Represent KSDPP at community meetings (e.g. Health Portfolio, community wellness planning alignment) as requested.
 - b. Participate with KSDPP intervention knowledge sharing plan as necessary.
 - c. Maintain a positive public image of KSDPP through effective and open communication and role modelling a healthy lifestyle.
 - d. Participate with KSDPP research project activities as necessary.

Qualifications include:

- Bachelor's degree in Business Administration, Public Policy, Commerce, Human Relations, Organizational Development and Change, or other related field, and two (2) years of relevant experience.
- Knowledge of diabetes and its impact in Indigenous communities.
- Knowledge of Indigenous cultures, histories, and contemporary issues.
- Experience in community mobilization, community collaboration, community partnerships
- Proven track record in organizational administration, work planning, negotiations, advocacy, public relations, evaluation, and fundraising.
- Experience in all aspects of financial management including preparation and analysis of budgets and financial reports.
- Experience working with charitable organizations and volunteer boards.
- Ability to motivate and encourage staff and volunteers.
- Excellent verbal and written communication skills.
- Solid computer skills.
- Ability to communicate in an Indigenous language is an asset.

General Requirements:

- Must have valid Driver's License and be able to travel

We invite qualified individuals to submit their resume and a 1-2 page cover letter describing how your qualifications and experience make you the ideal candidate for the position of Program Director at KSDPP.