Board of Director Vice-Chair Job Description

**Start Date:** May 1st, 2023.

**Duration:** 3-year term

**Salary:** Volunteer position

**Background**

Endaayaan Awejaa is a start-up non-profit organization that provides all youth and families with safe places to heal and build solid foundations for their future. Our mission statement is Maamwi Bmosedaa which means Walking in Unity. We strive to Walk in Unity together with our youth, their families, and our local community. The pillars we incorporate into our work are arts & culture, reconciliation, education, and harm reduction.

Endaayaan Awejaa has opened its doors at 187 Main Street West in downtown North Bay. We have been providing support for youth and families needing assistance with groceries, closure, resources, connection to culture, or basic hygiene needs. We have created ongoing workshops to promote healthy living and engage youth towards a path that caters to their strengths and sets them up for success. Our overall goal is to create an Indigenous youth home that will include our cultural teachings, counselling, mentorship, workshops, and activities.

**The Position**

The Vice-Chair of the Board will work directly under the Chair of the Board. The Vice-Chair of the Board helps the board and Chief Executive Officer make decisions that improve the organization's finances and stability. The Chair of the Board will serve as the chief volunteer of the organization.

**Position Duties**

* Establishing agendas for board meetings
* Handling conflicts of interest among the board of directors
* Acting as another point of contact when the chairperson is occupied.
* Preparing and presenting annual reports
* Overseeing the work of the other board members
* Completing any tasks, the chairperson delegates
* Responsible for keeping track of the organization’s membership.

**Requirements**

Understanding of Indigenous teachings and culture

Strong organizational skills

Strong communication skills

Ability to work with various team members.

Knowledge of basic computer programs such as Microsoft Office and Google Suites

Proven track record in an executive leadership role.

Previous board experience preferred.

Knowledge of the organization and the relevant industry.

Sufficient time availability for board duties.

Strong diplomatic and interpersonal skills.

**Benefits**

Professional Development Training

Flexibility with schedule

Travel and Networking opportunities

Give back to your community and be part of a change.

Free Endaayaan Awejaa Swag

**This is an open call for applications until the position is filled. However, our organization may begin reviewing and selecting applicants for an interview at any time during this recruitment process. Qualified applicants are welcome to submit a cover letter and resume attention to**

**Natasha Lariviere**

**Chief Executive Officer**

**general.endaayaan@gmail.com**

**We thank all who may apply for this position; however, only those selected for an interview will be contacted.**