



JOB DESCRIPTION

Mission Statement

*Through improving the lives of our children, youth and families today,
we help create a resilient, healthy community for tomorrow.*

Position Title

Senior Manager
0.7 FTE (Permanent)

Reporting To

Board of Directors

Position Summary

This is a senior leadership role responsible for strengthening relationships across the region, guiding organizational strategy, and ensuring effective over-arching operations. This position works across teams to implement the organization's values and strategic priorities while supporting the established leadership team through mentorship and reflective practice.

The role combines big-picture planning with hands-on execution, overseeing operational systems, enhancing processes, and contributing to future growth and sustainability. The Senior Manager also supports policy development and grant writing, helping to secure resources and build a strong foundation for the organization's continued impact.

The successful candidate must either have or be willing to support the following:

- Ability to work a flexible schedule, including some days, evenings, and weekends
- Valid driver's license, access to a reliable vehicle, a clean driving record, and willingness to travel throughout the Sturgeon Region
- 3 references who can attest to your suitability to this position (to provide at the interview).
- Current child welfare and criminal records check (to be provided on offer of employment).
- Commitment to the Truth and Reconciliation Commission's Calls to Action and the ability to work through an equity, inclusion, and decolonization lens.

Duties and Responsibilities

- Act as the agency's primary external representative, building strong relationships with partners and championing Families First's mission and values
- Identify and cultivate opportunities for strategic partnerships and community impact
- Research, write, and support grant applications and funding proposals
- Contribute to long-term planning, organizational visioning, and sustainable growth
- Ensure organizational values are reflected in programs, partnerships, **team culture** and decision-making



- Develop, refine, and implement standardized internal processes and systems for core functions (intake, reporting, programming, communications, etc.)
- Lead and support the development, review, and implementation of organizational policies that reflect best practices in social services, including trauma-informed care, confidentiality, equity, and client-centered approaches
- Refine and monitor evaluation frameworks that capture the impact and performance of the organization's core functions
- Collaborate with leadership on funding strategies and long-term sustainability
- Provide reflective practice, coaching, and mentorship to leadership team members
- Guide and support staff in implementing initiatives, providing coaching, resources, and problem-solving to remove barriers
- Oversee operational needs across the organization

Qualifications

Required: (Equivalencies may be considered, combinations of education and related experience)

- University degree in a related human-services field (e.g., social work, psychology, child and youth studies, family studies, education, community development, etc.)
- Three or more years of leadership experience, including reflective supervision of staff
- Experience in writing grants, funding, and managing government/funder contracts
- Understanding and experience with the continuum of services and supports ranging from prevention, early intervention, and intervention, particularly within the Ministry of Children and Family Services
- Solid knowledge and experience with relationship-based practice, strength-based theory, brain science, child development, attachment theory, trauma-informed practice, and resiliency
- Experience working within non-profit social service organizations.
- Familiarity with shared-leadership principles.
- Strong understanding of the complex and diverse needs of children, youth, and families, particularly those facing vulnerable circumstances

Preferred:

- Demonstrated skill in building and maintaining positive community relationships and partnerships
- Experience collaborating with multiple service providers which support families
- Knowledge of human resources, occupational health and safety, and basic financial management
- Experience with data collection, program evaluation, and collective-impact principles
- Strong organizational skills and ability to adapt to changing priorities
- Excellent interpersonal, written, and verbal communication skills
- Strong reflective-practice abilities, including motivational interviewing and solution-focused approaches
- Clear, professional writing skills



Families First Society
FORT SASKATCHEWAN

Safe, strong, healthy future generations

- High level of computer literacy, including proficiency with Microsoft Office and related tools
- Current knowledge of research and best practices regarding prevention of intimate partner violence, Indigenous ways of knowing and being, attachment, resiliency, child and youth development, mental health and well-being strategies, parenting across cultures and family-centred care
- Knowledge of Fort Saskatchewan and Sturgeon Region resources for children, youth, families, and community.
- Familiarity with Family Resource Networks as well as the Alberta's Well-being and Resiliency Framework

Applicants are to submit resumes to the selection committee at FFSBoard@shaw.ca by 4pm April 24th, 2026.

Please include a maximum 2-page personal philosophy statement describing your beliefs and actions in providing responsive and reflective leadership in a collaborative community-based non-profit organization supporting the diverse needs of children, youth and families.