



ABORIGINAL LEGAL SERVICES
Gaa kina gwii waabamaa debwewin • All those who seek the truth

Job Title:	Program Director	Travel Required:	Moderate
Location:	Toronto	Position Type:	Full Time
Reports to:	Executive Director	Posting Expires:	22 November 2024
		Salary Range	\$100,000 to \$120,000

Organizational Overview:

Aboriginal Legal Services, established February 21, 1990, is a recognized leader in developing Indigenous-led justice programming and test-case litigation.

Aboriginal Legal Services (ALS) strengthens the capacity of the Aboriginal community and its citizens to deal with justice issues and provide Aboriginal-controlled and culturally based justice alternatives.

Our dedicated staff is our most valued resource. Compassionate care, teamwork, professionalism, communication, and respect are the values that set ALS apart.

Principles and Beliefs:

Indigenous People require equitable treatment in the justice system, access to the legal and related resources within the justice system, as well as an understanding of the system and their options.

The support required includes advocacy in all areas of the law as well as alternatives which can break the cycles of recidivism and dependency which are all too prevalent.

These alternatives are more effective when they are community-controlled and are based on the traditional cultural norms and values of the Indigenous community.

Job purpose

The Program Director will provide effective leadership to program managers and ensure the effective delivery and growth of these programs while managing financial resources, and stakeholder engagement.

The Program Director is responsible for the oversight, leadership, development, and evaluation of Aboriginal Legal Services' programs. These programs provide culturally appropriate support to Indigenous individuals and communities, offering alternatives to conventional justice systems through community-focused services.

This role requires a strong understanding of Indigenous community needs, experience in program management, and the ability to build partnerships and secure funding to sustain and expand services. This is a non-unionized position.

Duties and responsibilities

Leadership & Team Management

- Oversee and lead a diverse team of unionized and non-unionized staff, including senior program managers and direct reports. Provide coaching, guidance, and supervision to ensure high performance, team cohesion, and adherence to ALS's standards. Support program managers in maintaining effective team dynamics and ensuring compliance with collective agreements;
- Assist program managers in understanding and applying the collective agreement in daily operations;

- Assist managers in addressing complex client concerns, ensuring that services are delivered effectively and in line with ALS's mission;
- Identify staff training needs and facilitate access to professional development opportunities;

Administrative & Financial:

- Oversee provincial, federal, and other service agreements, ensuring timely submission of grant applications, compliance with funding requirements, and accurate reporting for renewals;
- Review the programs' administrative and operational processes to identify opportunities for cost-saving and efficiency improvements;
- Assist program managers in developing accurate budget forecasts and financial plans. Ensure that resource allocation is optimized across all programs and aligns with both current funding levels and long-term goals;
- Partner with the finance team to gather key financial data on available resources, fund usage, and contractual obligations related to funding agreements. Ensure internal controls are effective and risk management strategies are implemented properly;
- Collaboratively identify and pursue new funding opportunities, review and assess proposals;
- Work with the Executive Director and the Fundraising Committee to develop program-related fundraising strategies, identifying opportunities to secure financial support that aligns with ALS's goals;
- Build and maintain strong relationships with funders, acting as the primary point of contact to ensure their goals are met through ALS's program delivery;

Program Evaluation & Development:

- Oversee the design, implementation, and continuous improvement of ALS's programs to ensure they meet community needs and align with ALS's strategic goals;
- Engage directly with community members and stakeholders to assess emerging needs and ensure programs are culturally responsive, addressing gaps in services and evolving challenges;

Community Outreach:

- Promote community engagement, program visibility and transparency by maintaining clear, user-friendly communication through the digital and traditional platforms;
- Foster collaborative relationships with government agencies, other organizations, and stakeholders to advance program goals and enhance community impact;
- Represent ALS at conferences, public forums, and speaking engagements, advocating for the programs' mission and objectives;

Qualifications

- **Educational Background:** A degree in law, finance, public administration, social work, Indigenous studies, or a related field. An equivalent combination of education and relevant experience may also be considered;
- **Experience:** Minimum of 5-7 years of experience in program management, ideally within Indigenous or not-for-profit organizations;
- **Leadership:** Proven experience leading diverse teams of unionized and non-unionized staff, with hands-on expertise in overseeing operations and program management, conflict resolution and labor relations, including active participation in bargaining teams;
 - Ability to coach, mentor, and provide guidance to senior managers and frontline staff;
- **Financial Acumen:** Solid experience in financial management, including budgeting, financial forecasting, and managing program resources. Ability to collaborate with finance teams to ensure effective financial oversight and program sustainability;
 - Demonstrated success securing funding through grant writing, proposal reviewing, and working directly with funders to maintain and grow financial resources;

- Strong financial oversight experience, including budgeting, forecasting, and resource allocation.
- **Cultural Competency:** Due to the need for in-depth and personal experience with issues facing Canada's Indigenous population, a candidate who identifies as Indigenous will be considered an asset;
- In-depth understanding of Indigenous cultures, histories, and legal issues. Ability to approach work with cultural sensitivity and utilize trauma-informed practices when engaging with Indigenous communities;
- Familiarity with alternative justice models that prioritize culturally grounded approaches;
- A strong understanding of Canadian Indigenous issues and challenges, specifically how they relate to various touchpoints within the Canadian justice system;
- **Strong analytical execution and problem-solving skills:** Proven ability to lead program development and implement strategic initiatives that align with organizational goals;
- **Communication & Public Engagement:** Excellent verbal and written communication skills;
- Ability to represent ALS at conferences, meetings, and public forums while advocating for the organization's mission and programs;
- Ability to build and maintain strong relationships with funders, government agencies, and community partners. Skilled in collaborating with Indigenous communities and advocating for program objectives;

To apply:

Applicants who self-identify as Indigenous and meet the requirements of the job posting will be given first consideration in the hiring process

To apply to this job posting please submit your application to Jobapplications@aboriginallegal.ca

Aboriginal Legal Services

Aboriginal Legal Services is an equal opportunity organization committed to diversity and inclusion. Our goal is to attract, develop and retain highly talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. We welcome and encourage applications from all qualified applicants. Accommodations for persons with disabilities required during the recruitment process are available upon request. To request accommodation, please email Nazaninn@aboriginallegal.ca.

We would like to thank all applicants for their interest but only those selected for an interview will be contacted.