



Executive Brief:
Executive Director



Organizational Profile

YWCA St. John's

History



The YWCA has a rich history in St. John's dating back to 1925. After 50 years operating as a YWCA, the organization merged with the local YMCA in 1975. After nearly 40 years of joint programming, in 2012, the local YM-YWCA of Northeast Avalon ended its affiliation with the national YWCA movement. Concurrently, women in the community came together and voiced the need for a continued and revitalized YWCA presence in their city. YWCA St. John's now proudly embraces a local history spanning nine decades.



With a history of ninety years in this region, YWCA has long been an integral part of the local community and has demonstrated a commitment to girls, women and their families. As a women-led service organization, their programs and services are aimed at empowering and facilitating access for women and girls, with a focus on assisting women and girls to achieve the rights, resources and opportunities to shape their own lives and define their communities. YWCA St. John's works towards the improved status of women locally and through our affiliation with the YWCA Canada and World YWCA.

Celebrating YWCA St. John's 90th Anniversary



In 2015, YWCA St. John's celebrated 90 years of empowering women and girls with programming that helps them develop socially, politically, and professionally. By giving women a space to speak and learn about themselves and about the world, YWCA St. John's has been nurturing and mentoring young women since its inception in 1925. While their local work has always been tailored to the community's needs and to the present day, they also work in affiliation with YWCA Canada and World YWCA with the shared vision of improving the lives of women and girls.



National Advocacy

YWCA St. John's is part of a network of YWCA's across the country working together on advocacy priorities. YWCA Canada creates change through informed advocacy which aims to:

1. End gender-based violence
2. Implement national child care
3. Achieve economic equality
4. End homelessness for women and girls

Vision

A community where all girls and women are safe, supported and empowered.



Mission

- To educate the community about particular issues affecting girls and women.
- To create opportunities for girls and women to learn, achieve and participate.
- To ensure our work is grounded in the real life issues affecting girls and women.
- To advance social change through public engagement, and use our voice to call for social justice.

Values

Equality

We work for equal outcomes for girls and women.

Diversity

We embrace diversity and promote inclusion of all girls and women.

Collaboration

We will work with other organizations and collaborative partners to advance social and economic security of girls and women.

Respect

In all our work, with girls, women, partners and staff, we will act with fairness.

Trust



We will be a trusted community partner, friend and program provider.

Balance

Awareness of mind, body and spirit is central to our work.

Governance

Current Board Members

Chelsey MacNeil (Chair)

Deanne Fisher (Vice Chair)

Samantha Dlugosch (Secretary)

Gobhina Nagarajah

Lori Savory

Programs

Youth Programs (Ages 12-30)

The **Young Women's Leadership Program** is a two-day training event where women and non-binary youth (ages 15-18) will have the chance to build on their leadership skills, network with like-minded peers, and gain insight and confidence in their leadership abilities. As a group, the YWCA and participants will explore and build on self-awareness, basic facilitation skills, building group dynamics, conflict resolution skills, and how everyone can all contribute to creating safe spaces.

Each year, YWCA St. John's also hosts **Power of Being You** – an empowerment-based, violence prevention conference for youth. This conference is typically held in partnership with a local school and supports youth from ages 12 to 15 to build confidence in their leadership and critical thinking skills through the development of a stronger sense of self-awareness and awareness of others.

YWCA St. John's originally launched Power of Being a Girl in 2012 which was followed by a parallel conference entitled Strength in Being a Boy in 2014. In 2016 the organization piloted Power of Being You (borrowed from the YWCA Regina) which created a shared space for youth of all gender identities to explore topics important to them. YWCA St. John's hold Power of Being You each year during World YWCA's Week Without Violence – a week-long series of community events promoting diverse approaches to creating a violence-free world. More than 17,000 people in schools, workplaces, and community organizations throughout Canada recognize this annual violence prevention initiative aimed at making violence a thing of the past.





The **Collective** program furthers the YWCA's mission and supports the organization's many social justice-oriented goals through events and initiatives centered around peer networking, mentoring, and leadership development. Membership is open to all young women and non-binary youth between the ages of 18-30.

2SLGBTQIA+ Services

Building on a deep history as a women-serving agency, the YWCA St. John's remains committed to gender equity, and to creating opportunities for girls, women, gender diverse and 2SLGBTQIA+ people to learn, achieve and participate. The organization works to ensure that their programs, events, and services are accessible to those with diverse gender identities and sexual orientations, varying cultural identities, and to people of all abilities. The YWCA St. John's work collaboratively to build a community where all are safe, supported and empowered.

In Spring 2020, the YWCA started a new initiative to enhance services for the LGBTQIA+ newcomer community. Through this 5-year project, **"Fostering Collaboration of Services for 2SLGBTQIA+ Newcomers in Newfoundland and Labrador"**, the organization will work with partners to influence innovative program design and delivery, investigate models of service delivery experiencing success in other areas, and develop mentoring and peer support opportunities to engage LGBTQIA+ newcomers. This project is being delivered in close collaboration with Dr. Sulaimon Giwa of Memorial University's School of Social Work, and will improve the suite of coordinated, evidence-based services to support the successful settlement and participation of LGBTQIA+ newcomers in the province.



Camp Eclipse: OUT in the Woods brings together youth between the ages of 16 and 24 for 4 days of empowering workshops which take a solution focused, and strengths-based approach to the issues faced by two-spirit, lesbian, bisexual, gay, trans, ace, intersex and queer (2SLGBTQ+) youth. This Camp also offers outdoor nature activities and networking opportunities. YWCA St. John's is a proud partner in delivering this annual camp experience for youth. Camp Eclipse was created at Planned Parenthood NL Sexual Health Centre in 2009 and became an annual camp. In 2018, Planned Parenthood NLSHC invited YWCA St. John's to come aboard to create a partnership to further grow camp. In 2019, Camp Eclipse took place at Lavrock Camp and Conference Centre on Salmonier Line. This camp is open to any youth, regardless of their gender and sexual identity.



Newcomer Services

Since 2018, YWCA has been working on several initiatives to support engagement and participation of Newcomers in our community and in our province.



The YWCA St. John's is currently engaged in **Research & Innovations in Childcare: Alternative Delivery Models to Address the Unique Needs of Newcomer Women in NL**, an exciting project that is focused on newcomer women's experiences in accessing childcare and entrepreneurship-focused programming. This project is exploring ways in which services to support economic opportunities for newcomer women could be improved through an innovative approach to childcare design and delivery. The organization is investigating a model of childcare delivery that is experiencing success in other areas and assessing its applicability for newcomer women in the province. The project also explores the role that mentoring and leadership play in supporting newcomer women within this innovative model, as well as the financial supports required for small business start-ups.

The **Immigrant Women's Leadership & Employment Mentorship Project** revolved around newcomer women and applied the critical lens of lived-experience through which the findings were filtered, analyzed and presented. Newcomer women were engaged as peer researchers, participating in skill-development and capacity-building training sessions, and then conducting community-based research to inform the development of strategies supporting newcomer women's economic self-sufficiency and successful labour market participation. YWCA St. John's formed a key partnership with Dr. Delores Mullings (Memorial University, School of Social Work) and together, coordinated with government, community, and industry partners to host 'Opportunity Knocks', a symposium focused on multicultural women in leadership. The event, held in March 2019, sought to identify ways to support and encourage women from diverse cultural backgrounds to make long-term attachments to employment in their communities by identifying the barriers and challenges faced in gaining economic self-sufficiency. This project contributed local knowledge about the experiences of newcomer women in Newfoundland and Labrador and created opportunities for newcomers to participate in identifying the challenges and barriers they face, as well as developing the solutions to increase their ability to participate equally and fully in the labour market.



Employment and Economic Security

The YWCA St. John's have also developed a **Launch Program**. This is a 20-week employment program for young women and gender diverse youth (ages 16-30) experiencing multiple barriers to employment. The program includes a paid 8-week virtual employment skills development group program, and a 12-week paid work experience in a field of interest.



Each Launch participant engages in paid classroom workshops including:

- Portfolio & resume development
- Computer software training
- CPR & WHMIS Certifications
- Career & education exploration

To be eligible for this program, participants must be:

- Young women and gender diverse youth aged 16 – 30
- Currently out of school, unemployed, or underemployed (working less than 20 hours/week)
- A Canadian citizen, Permanent Resident, or someone who has been granted refugee status in Canada
- Able to attend programming for 30 hours a week, online or in-person (St. John's, NL and surrounding areas).

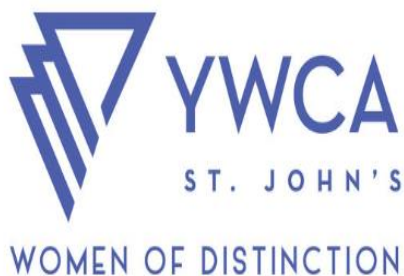
Applications are encouraged from all members of diverse and minority groups and from those facing various barriers to employment (including but not limited to individuals who: live with disabilities, live in rural or remote locations, are single parents, experience language barriers, are recent immigrants, have not completed high-school). Virtual access accommodations can be arranged on an as needed basis.

Events

Women of Distinction Awards

The annual Women of Distinction Awards are designed to celebrate the achievements of women and give them a platform to share their stories in a way that empowers, inspires and motivates others to learn, achieve and participate.

Women of Distinction Awards are presented locally by YWCA's across Canada to recognize the leadership of women who contribute to the development and well-being of other women and to the overall improvement of the community. Women of Distinction Awards are recognized across Canada as one of the most prestigious awards for women. We reinstated these awards in 2015, held in March to coincide with International Women's Day.



Women of Distinction Award Categories

- **Young Woman of Distinction:** This woman, aged 18-24, is already making

significant contributions to her community. She demonstrates leadership, maturity, innovation and inspires others to follow her example.

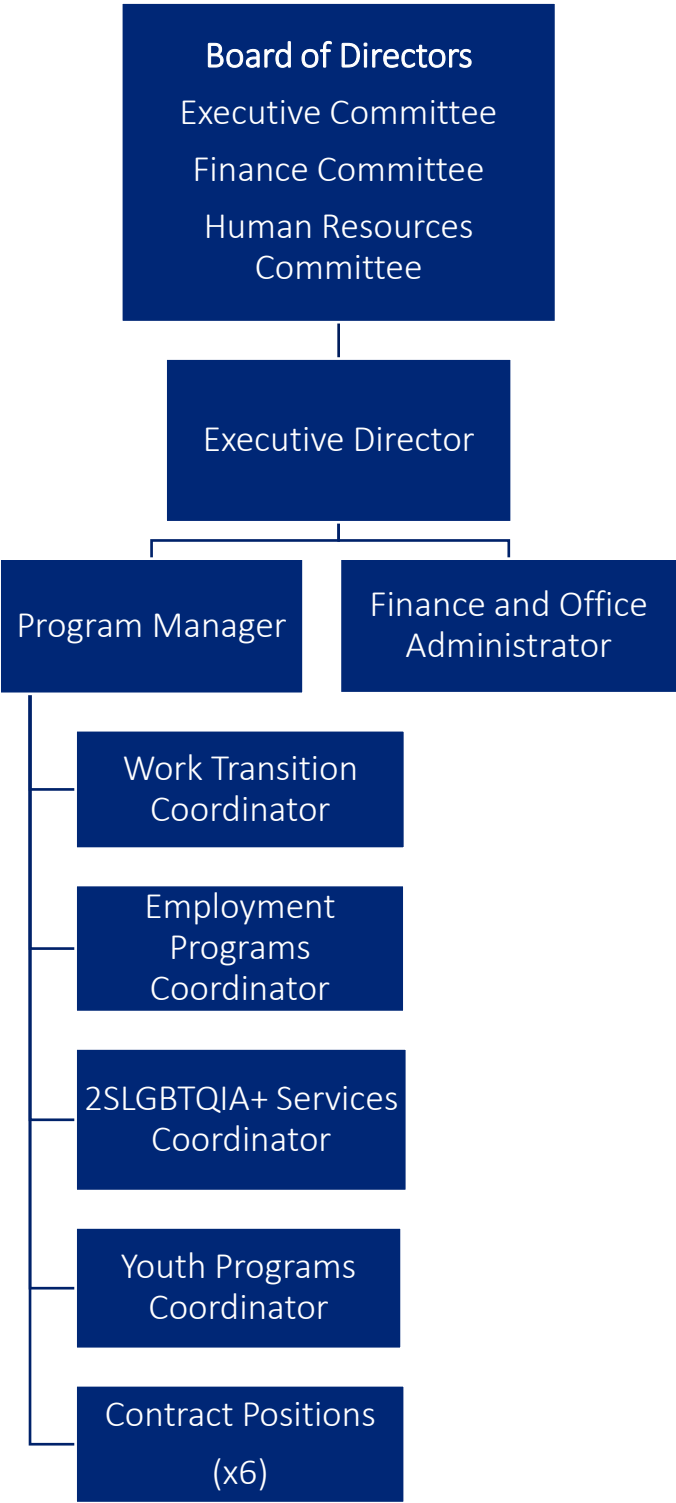
- **Mentorship & Education:** This woman guides, teaches and supports others to grow and to attain the skills and success required to make a difference in the world. She inspires, encourages and leads by example.
- **Arts, Culture, & Heritage:** This woman enriches lives through her contributions to the arts and cultural activities of our community. She plays a key role in ensuring our continued rich and vibrant artistic and cultural heritage.
- **Health & Wellness:** This woman directs significant energies to the well-being of people in her life and/or community. She provides leadership in fields relating to physical, spiritual and/or mental well-being.
- **Community & Social Development:** This woman is helping to build a strong community by making positive change and advocating for enhanced quality of life for all, including those who face disadvantages/challenges.
- **Public Sphere:** This woman has shown leadership in public affairs, media, communications, or through political involvement. She has shown commitment to public service excellence and to improving the life of citizens.
- **Science and Technology:** This woman has demonstrated exceptional leadership in the field of STEM (Science, Technology, Engineering, and Math). Breaking down gender barriers, this woman has carved a path not just for herself but for generations to follow.
- **Business:** This woman has achieved successes in the corporate or entrepreneurial arenas. She is an innovator and has contributed to a thriving business/industry and the economic vitality of our community.
- **Lifetime Achievement:** This woman, aged 60 or more, has made significant contributions to her community in various ways over the course of her life. She has shown exemplary commitment, courage and leadership and her wisdom and example is an inspiration to others.



For more information on YWCA St. John's, please visit:

- <https://www.ywcastjohns.com/>

Organizational Chart



Position Profile

Executive Director

Reporting to the Board of Directors, the Executive Director will lead a small team positioned for growth and provide passionate, executive leadership and management for the organization's strategic plan; project administration; and programs and services. The Executive Director plays vital role in assuring YWCA St. John's success and this position is an opportunity to deliver visionary, inspiring leadership to a leading organization currently seeking to expand its service offerings.

In consultation with the Board of Directors, the Executive Director is responsible for the overall management, direction, and growth for YWCA St. John's. This includes ensuring financial sustainability of the organization; facilitating strategic and operational planning; building and expanding relationships and partnerships; building capacity among staff and volunteers and ensuring effective program delivery; overseeing responsible financial management and administration; and supporting effective governance. The Executive Director will be a strategic, dynamic leader who identifies opportunities, works to effect measurable social change, and is able to engage a wide range of community stakeholders, including government; not-for-profit and private sector partners; donors; YWCA Canada; World YWCA; and other federation partners.

As the public face and lead spokesperson of YWCA St. John's, the Executive Director will enhance its profile within the community; advocate on its behalf; help expand upon its fund development capabilities; and make a significant contribution to its long-term success by maintaining a passionate commitment to the organization's mission, vision, and values.

Dedicated to advancing the principles of equity, diversity, inclusion, justice, and reconciliation, the Executive Director will understand the challenges faced by women, gender diverse people, and families in our rapidly changing society and the power of advocacy, creativity, and supportive teams in building the capacity with which to address them.

Key Responsibilities and Priorities

Leadership and Governance

The Executive Director is responsible for managing and YWCA St. John's short- and long-term strategic planning and organizational development. Working with the Board of Directors, the Executive Director leads the organization's strategic planning processes, the development of organizational strategies, policies and procedures, and programs, as well as the development and implementation of annual work plans. The Executive Director supports good governance, proactively works to communicate, and manage relations with the Chair and the Board of Directors and supports the recruitment and orientation of new Board members. The Executive Director ensures that files are securely stored, and privacy/confidentiality is maintained. They will prepare board meeting agendas and supporting materials.

Communications and Public Relations

The Executive Director acts as the public face for YWCA St. John's. The Executive Director is the lead spokesperson for any media requests, and participates in presentations, panel discussions, and conferences to help raise the profile of YWCA St. John's. The Executive Director also oversees the development and implementation of communications strategies and tools.

Fund Development and Financial Management

The Executive Director is responsible for overseeing and ensuring effective and accurate financial development, planning, and management for the organization. The Executive Director leads fund development for YWCA St. John's to ensure sufficient financial resources to support planned activities. This includes exploring funding opportunities across sectors (Government, Private, and Philanthropic), as well as through revenue generation, to ensure a diverse and strong financial foundation for the organization. The Executive Director is responsible for developing and maintaining effective relationships with funders and ensuring timely and accurate financial and narrative reporting to funders that demonstrates the impact resulting from contributions. The Executive Director works with the Board (Finance Committee) to prepare a comprehensive annual budget and monthly financial statements and provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization.

Human Resources Development & Management

The Executive Director is responsible for managing human resources for YWCA St. John's and ensuring the organization has the skills and expertise on the team as required to successfully complete its work. This includes conducting periodic reviews of the staff structure and Human Resource Policies; reviewing and developing job descriptions; overseeing hiring, training, and supervision of staff

and volunteers; and conducting performance reviews.

Network and Partnership Development

The Executive Director leads partnership development for YWCA St. John's, including with organizations and agencies, champions, and funders. This includes developing and maintaining strong relationships with partners from across sectors. They will communicate with stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organization.

Operational and Program Planning and Management

The Executive Director will develop an operational plan of project and program activities to implement YWCA St. John's strategic plan. They will ensure that the operation of the organization meets the expectations of its clients, Board and Funders and will oversee the efficient and effective day-to-day operation of the organization. The Executive Director will ensure that the programs and services offered by the organization are in keeping with the organization's mission, vision, and values, and reflect the priorities of the Board. They will identify and evaluate the risks facing YWCA St. John's that could impact the people, property, finances, goodwill, and image, and implement measures to control and reduce risks. They will also be responsible for overseeing the planning, implementation and evaluation of the organization's programs and services. The Executive Director will ensure that a self-sustaining operation is put in place and identify opportunities for growth for programs and all YWCA St. John's owned assets such as buildings, vehicles, equipment, etc.

Ideal Candidate Profile

These key selection criteria are as outlined below.

Experience and Qualifications

- An Undergraduate university degree in a related field and five years or more of related leadership experience or a combination of equivalent education and/or work experience.
- Previous experience working with a Board of Directors and leading a work team of direct report staff and volunteers.
- Experience in management of programs for women, youth and young adults; public policy development; community and social services; research and programs evaluation; partnership and stakeholder engagement; fund development; and coalitions and multi-stakeholder projects.
- Significant knowledge and/or experience in community and primary health care and social determinants of health.
- As an asset, experience working at a non-profit.

Competencies and Personal Attributes Required

Leadership

- Proactive and energetic, your ability to inspire and include others creates an environment where diversity, inclusion, innovation, and compassionate care is paramount.
- You have experience in change management or leading change initiatives.
- You bring the ability to implement structure, accountability, and manage growth in a non-profit organization.
- You have knowledge, understanding and a passion for working with vulnerable individuals in the community.
- You uphold and demonstrate YWCA St. John's values.
- You understand the process of change at an individual, departmental and organizational level and will thrive in an environment where you champion growth, change and challenges.
- You champion innovation and creativity by encouraging, recognizing and rewarding those who take initiative, develop new ideas or concepts, or improve work processes or methods.

Strategic and Visionary Thinking

- You bring experience in strategic planning and budget preparation.
- Knowledge and experience relating to provincial government decision-making processes.
- You propose alternative ways to view or define problems and are not constrained by conventional thinking and established approaches, and you encourage the same in your team.
- You anticipate, plan and exercise sound judgment while making timely, creative, and quality decisions, taking a broad range of issues or factors into consideration and evaluate reasonable, risk-taking opportunities.

Building Partnerships

- You have a comprehensive knowledge of public policy, government, and community partnerships.
- You have excellent leadership, team building, and interpersonal skills. You can motivate, support and develop others with compassion and collaboration – including staff, volunteers, and clients.
- You identify opportunities and act to build strategic relationships to help achieve an organization's goals.
- You recognize the importance of cooperation and seek opportunities to collaborate to identify and solve challenges; you build and maintain relationships across boundaries – identifying ways to effectively maximize existing relationships and develop new partnerships at the local, provincial and national levels.

Action Orientation & Influence

- You have a demonstrated ability to work with a team (and/or Board) to set appropriate goals and objectives. You have excellent facilitation skills and the ability to motivate and influence.
- You develop realistic plans and estimates of costs, staff and resource needs and assignment of clear accountability for deliverables.
- You are willing to work hard to achieve results and you assume personal responsibility for achieving outcomes and finishing what you start. You can marshal resources (people, funding, material, support) to achieve outcomes.
- You consistently look to understand the issues from the other party's perspective and try to establish a discussion framework that recognizes that both parties must prosper, effectively reaching agreements that are

mutually beneficial.

- You enjoy working hard and approach challenges with energy and enthusiasm. Your interactions with others give them confidence and trust in your motives.

Business & Financial Acumen

- You have a comprehensive financial and analytical background.
- With a growth minded vision, you have a high level understanding of fund development including public and private funding and project financing.
- You demonstrate an understanding of budget and funding process and how to optimize resource allocation within these constraints.
- You have knowledge of federal and provincial legislation applicable to voluntary sector such as labour standards, human rights, occupational health and safety, charities, taxation, CPP, EI, etc.
- Your social enterprise knowledge is an asset.

Highly Effective & Collaborative Communicator

- Exceptional communication (both oral and written), negotiation, advanced report writing, and presentation skills, you have an ability to communicate clearly and effectively to various audiences, including youth, government officials and funders.
- You work effectively with others and leverage information across the organization, other organizations, and community to achieve results.
- You recognize the importance of cooperation, and seek opportunities to collaborate to identify and solve challenges; you build and maintain relationships across boundaries.
- You work with others to resolve obstacles that may prevent the organization from achieving its goals and you manage and resolve conflicts and disagreement in a positive and constructive manner.
- You promote an environment that supports and capitalizes upon diversity of viewpoints and fosters an open exchange of information.

Valuing Diversity

- You actively embrace diversity by creating, leading and managing an inclusive workplace that maximizes the talents of each person.

- You appreciate and leverage the capabilities, insights, and ideas of all individuals; work effectively with individuals of diverse style, ability, and motivation.
- You seek out and use ideas, opinions, and insights from diverse and various sources and individuals and maximize effectiveness by using individuals' particular talents and abilities on tasks or assignments.
- You establish relationships with and learn more about people of other cultures and backgrounds.
- You advocate the value of diversity to others; take actions to increase diversity in the workplace and challenge exclusionary organizational practices.
- You examine your own biases and behaviors to avoid stereotypical actions or responses; plan and take actions that consider the diversity of those involved or affected.



Living in St. John's, Newfoundland and Labrador

The vibrant city of St. John's, Newfoundland and Labrador, is a cultural and capital hub in Atlantic Canada. With a population of approximately 214,000, the city serves as home to 40 per cent of the province's population. Being uniquely situated on the most eastern point in Canada and nestled into the cliffs overlooking the Atlantic Ocean, the city operates as a bustling commercial port. St. John's has consistently ranked among the highest as one of Canada's most attractive cities for newcomers, rivaling even the larger metropolises of Calgary and Vancouver.



Whether it's the rich cultural history, the endearingly colourful architecture, or the famed hospitality, there is something about the city that captures the heart of each new visitor and resident. The capital city offers all the amenities of larger Canadian cities, along with the added charm and hospitality that is unique to Newfoundland and Labrador.

The metropolitan area encompasses the vibrant city core and the surrounding century old residential areas, as well as new residential developments located only 10 minutes from the city centre, and up-and-coming modern downtown developments. No matter your lifestyle, St. John's has something to offer for everyone. With affordable housing rates and active real estate market, living downtown is an exciting reality. St. John's ranked 15th in the affordable housing market out of 50 Canadian cities.



The metropolitan area of St. John's has both English and French speaking schools from primary to Grade 12, and two independent schools, one of which serves students up to Grade 12. Memorial University (ranked #9 in MacLean's Magazine top Canadian Comprehensive Universities for 2021) is headquartered in St. John's, along with its globally recognized Fisheries and Marine Institute campus. Memorial University is renowned for its world class education and attracts students from all over Canada and abroad.

The Memorial Centre for Entrepreneurship has been named one of the top five emerging entrepreneurship centres in the world. It is no surprise that many successful tech start-ups are launching from here. The College of the North Atlantic, headquartered on the West coast, has a large campus in St. John's and 16 other locations across Newfoundland and Labrador. It offers quality college education in industrial trades, business, health sciences, and engineering technology.

Current Economic Environment

When measured against other comparable Canadian cities, the St. John's economy has consistently ranked well on many indicators for productivity, health, economy, environment, and education. Being extremely rich in natural resources, much of the province's prosperity has been anchored on the oil and gas sector. With the more recent change in fortunes of this energy sector, there has been an overall slowdown in economic activity in the Province. The St. John's economy is boosted by an ever-growing tourism sector, as well as a world-class centre of expertise in marine and ocean technology. Further attributing to the economic environment is the administrative centre of the province, and the ever-active port operating as the distribution and transshipment centre for goods being shipped into and out of the province.

St. John's is quick to foster new business, and actively supports small local businesses and start-ups, leveraging the talent and education of its existing population and newcomers alike. This blend of existing and new opportunity has resulted in the St. John's area being accountable for approximately half of the entire economic output of the entire province.

Arts and Recreation

From exploring centuries old Viking settlements, to taking in all the incredible sights and sounds of the annual St. John's Regatta, there is no shortage of fun and excitement in Newfoundland and Labrador.

Taking full advantage of the natural environment, St. John's offers boundless opportunities to explore both the seacoast and great stretches of nature. From sea kayaking, scuba diving, or deep-sea fishing, to hiking, golfing, or zip-lining, choosing your next adventure has never been so easy. The province has no shortage of provincial parks and landmarks to explore, and many are located a short distance from St. John's.

St. John's most popular landmark is Signal Hill, which overlooks the harbour and is





most notable as being the site of the world's first transatlantic wireless signal in 1901. The instantly recognizable Cabot Tower was built between 1897-1901 and was essential to the defense of St. John's harbour up until the end of World War II.

Attracting talent from all over Canada, St. John's is the province's musical and artistic hub. The Rooms, the largest provincial art gallery and museum, is situated in the heart of St. John's and showcases the vast history of Newfoundland and Labrador, from the First Nations communities to the Viking settlements, large Irish immigrant population and beyond.

Anyone who has ever visited or moved to St. John's will have a story to tell about George Street. To get your fill of music and entertainment, all one has to do is take a walk down the famous street at any given time of the day. The 21 bars lining the street are continuous hosts to the greatest musicians that the province has to offer, and even attracts internationally touring talent. There is entertainment for everyone on any given night of the week, and it is only steps from the colourful downtown neighbourhoods of the City.

Quick Facts about St. John's

- Water Street, downtown St. John's, is the oldest street in North America.
- 86 per cent of businesses in St. John's CMA have less than 20 employees.
- Memorial University of Newfoundland, Atlantic Canada's largest university, enrolls 19,000 students in full-and-part-time studies. Each year the graduating class numbers in excess of 2,000.
- St. John's International Airport is located only 10 minutes outside of the downtown core and serves approximately 1.6 million passengers annually.
- There are over 100 kilometres of walking trails within the core of the City.
- Viking ships anchored in yet-to-be-named St. John's Harbour as early as the year 1021 – many years before the Mayflower landed in North America.
- The annual Royal St. John's Regatta is North America's oldest continuing sporting event. The Regatta began officially in 1825 and has run the first Wednesday in August ever since.
- Located at the center of historic downtown St. John's, George Street is one of the premier entertainment districts in North America.

To find out more, we recommend the following websites:

- <https://destinationstjohns.com>
- <https://www.newfoundlandlabrador.com/top-destinations/st-johns>

Deciding to Become a Candidate

To follow are the steps we anticipate in this recruiting assignment. We would also like to bring to your attention several key considerations we would recommend you explore early in the search process.

Individuals with a disability requiring accommodation during the application and/or the interview process should advise KBRS in confidence so that appropriate arrangements can be made.

Interview with KBRS

As KBRS receives the resumes of candidates who express interest in the position, we compare them against the key selection criteria set by the Selection Committee and also against the backgrounds of other candidates. We then arrange to speak with, and/or meet with, candidates whose experience and qualifications are closest to those articulated in the ideal candidate profile.

Should you be selected for an interview, we will seek to understand more about your background, qualifications, experience, and your interest in the position. As you progress forward in the search process, we will ask you to consider the following information which may impact your decision:

- **Matters of fact** – These include compensation and benefits, as well as issues related to appointments. If a physical move would be required to accept the position, please learn about housing, schools, relocation assistance, and any other matters that would be important to you. If a physical move will ultimately prove unacceptable to you or your family members, please determine that at this stage and advise us accordingly.
- **Matters of fit** – Please consider all the questions that you would need to have answered about the position and the organization in order to proceed with your candidacy. We will do our utmost to get your questions answered in as much detail as we can.

The goal of considering all this information is to help you make an informed decision as soon as possible as to whether you are seriously interested in this position. In fairness to everyone concerned, please do not proceed further with this process if you think you are unlikely to accept the position should it be offered to you. We will ask our client to extend to you the same courtesy.

Interviews with our Client

YWCA St. John's will consider all candidates and will ultimately invite a small group forward. Typically, this next step is an interview with the search committee. Usually, we attend these meetings as well.

If there is a desire to move forward with your candidacy after the initial interview with the committee, you will be invited for further conversations. The format, nature, and participants of these later conversations will be discussed at that time. YWCA St. John's is committed to respecting the confidentiality of your interest throughout this process.

Reference Checks

After your initial interview with our client, if both you and our client wish to proceed further, we would like to speak to references of our choice who represent 360-degree **working relationships** you have had for the past several years, comprised of supervisors, peers, or subordinates. We have an obligation to provide our clients with verified reference information and this may include personal information from specified and non-specified individuals. KBRS's policy is to present to our client with four to six references at minimum before an offer is made.

Resume Accuracy/Background Checks

If you choose to be a candidate and progress to the interview stage, you will be asked to provide information to allow us to conduct a thorough background check inclusive of reference checks, verification of your education, designations obtained, and awards received. We will seek your permission to perform these verifications before we proceed. Should you decide not to allow verification of your background, credit or criminal history, our client will be informed, and they will make a decision as to how to proceed with your candidacy.

KBRS respects the privacy and confidentiality of personal information provided by candidates for our search assignments. The above information will be in accordance with the Personal Information Protection and Electronic Documents legislation. A copy of our Privacy Policy is available for your review on our website at <https://www.kbrs.ca/privacy-policy>.

Etiquette Regarding an Offer

There are two issues that can arise at the stage of the offer and its acceptance. In both cases, we would like to know that you would honour two standards of professionalism:

- First, in the event that an offer is extended to you, that you will treat the offer in confidence (with the exception of discussing it with members of your immediate family) and will not “shop” or discuss the offer with your present employer.
- Second, if you say you will accept the offer, your word is your bond, and our client can count on the fact that you will be joining them. Otherwise, please turn down the offer and withdraw as a candidate. We want our client to avoid the substantial loss of time and cost of opportunity that would accompany a reversal of your decision, in much the same way as you would want to avoid handing in your resignation and then having our client cancel its offer. We realize from experience that candidates can sometimes have self-doubts and second thoughts after making the decision to change career direction. These feelings are common, you are wise to anticipate them, and we are here to talk you through it.

If either or both of these conditions are unacceptable to you, please let us know now, at the beginning.

Thank you for your interest in this position. We will do our best to keep you informed throughout the search process.

Should you have any questions regarding this opportunity, please contact:

- Dr. Jennie Massey, Partner
jmassey@kbrs.ca
- Kyle Steele, Executive Search Consultant
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