

# Your Next Career is Here

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In the aftermath of tragedy, or through the criminal justice process

## Western Alberta Regional Victim Serving Society

Empathy, Compassion, Respect, & Dignity

# Assistant Director of Operations

**About Us** The Western Alberta Regional Victim Serving Society provides a broad range of services under the Victims of Crime and Public Safety Act and Regulation, and in partnership with the Government of Alberta, the Alberta RCMP, community-based victim serving organizations, municipalities, and other local agencies.

**Our Mission** To ensure that those who have been victimized by crime and/or have experienced extreme tragedy are best served during the aftermath of an event, and while they navigate the criminal justice process.

**The Role** The Assistant Director of Operations (ADO) is responsible for the management and coordination of front-line service delivery and support for victims of crime. The ADO provides direct supervision, guidance, leadership, and oversight for front-line team members like Court and Support Navigators and Volunteer Advocates.

**You** Have a minimum of 2 years of post-secondary education in Human Services, Social Sciences, Business, Management, Leadership, or a related field from a recognized post-secondary institution. You also have a minimum of 3 years of experience in human services, social services, or a related field, along with a minimum of 2 years of leadership/supervisory experience, preferably with a large and diverse team. A combination of education and directly related experience may be considered to meet the minimum requirements.

**Apply Today** We are committed to having an accessible, diverse, inclusive, and barrier-free work environment where everyone can reach their full potential. We encourage all qualified persons to apply by email with their resume and cover letter, describing their experience and motivation for wanting to join the Western Alberta Regional Victim Serving Society, to

[careers@westarvss.ca](mailto:careers@westarvss.ca)