

Position: Executive Director, UP House Montréal

UP House is a community centre in Montréal established in 2010. The founders aimed to create a place that eliminates social isolation and rebuilds the confidence, purpose, and community of adults living with mental illness. We are an evidence-based model referred to as a “Clubhouse,” and we are one of 320 clubhouses worldwide: the only clubhouse in Québec.

Fundamental is our belief that everyone has strengths and that mobilizing and sharing those strengths is the key to building hope and change. Clubhouses create opportunities for members to learn or practice skills to use towards their personal goals (such as returning to work or school or improving daily living skills), as well as aid with finding services such as housing, food banks, health care, or employment.

The Board of Directors of Paradis Urbain, the umbrella organisation of UP House, is actively seeking a leader who is highly motivated and empathetic to be the next Executive Director of UP House. This is an exciting and transitional time for UP House, and we are looking for someone who can take UP House into its next phase of growth while maintaining and fostering support for our members and our community.

Mandate: The Executive Director will provide leadership, vision and direction to UP House community in pursuit of its mission. The Executive Director is responsible for the active recruitment of eligible UP House members from the community, hiring, firing and managing the employees of the UP House, fund development, administering the budget, public relations, contract management, and publicly representing the mission and vision of UP House.

S/he is responsible for the imaginative implementation of the International Standards for Clubhouse Programs

Key Responsibilities

- Lead the daily operations, coordinating and managing all aspects of UP House to create a vibrant and supportive environment.
- Successfully navigate the annual budget development and monitoring process, ensuring UP House's financial stability and growth.
- Foster a sense of belonging by ensuring significant and meaningful participation of UP House members in all aspects of our organization. Your creative ideas and program development skills will be instrumental in enhancing visibility, member recruitment, and retention in the vibrant community of Montréal.
- Take center stage as the face of UP House, engaging in public relations activities and establishing strong connections within community networks. Your ability to communicate our mission and build relationships will be key to our success.
- Active participation in continuum of mental health services in Montreal, representing UP House and our clubhouse model including:

Table de Concentration Santé Mentale et Dépendance – CIUSSS Centre Ouest de l'île de Montreal, RACOR (Réseau Alternatif et Communautaire des Organismes en santé mentale de l'île de Montréal,) Conférence des partenaires Communautaire – CIUSSS Centre Ouest

- Coordination and supervision of student stages in collaboration with clinical supervisors from our academic partners.
- Oversee the development and implementation of a new Employment Program and Employer Relationships, empowering our members with opportunities for growth and success.
- Maintain open lines of communication, ensuring timely reporting of any serious incidents, issues, or concerns to the Board of Directors and relevant organizations. Your ability to effectively relay information will be vital in driving positive change.
- Be our go-to expert in providing all required reports and information to government and funding source organizations. Your attention to detail and thoroughness will ensure smooth relationships and continued support.
- Stay up to date on issues within the community that align with UP House's mission and operations. Your insights will guide our strategies and help us remain at the forefront of our field.
- Prepare for and actively participate in Board meetings and committee meetings, coordinate communication between UP House and the Board.
- Take charge of the recruitment, hiring, supervision, and termination (as needed) of our talented UP House staff, ensuring a cohesive and high-performing team.
- Maintain our Clubhouse Accreditation from Clubhouse International, ensuring that we meet the highest standards of excellence in our programs and services.

If you are ready to make a difference, help us take our organisation to the next level and create a supportive and connected environment for adults living with mental health challenges we invite you to join our dedicated team at UP House.

Key Competencies & Qualifications:

- Bachelor's degree in one of the following business, social work, psychology, sociology, humanitarian affairs, project management.
- A minimum of 3 to 5 years professional experience with continually increasing responsibilities, preferably with experience working in mental health and/or non for profit.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- Skilled in large group facilitation, facilitating meetings, helping large, diverse groups reach consensus.
- Experience executing, negotiating, programmatic and operational contracts and participation in successful compliance audits.

- Strong Computer literacy skills (Microsoft Word, Excel, PowerPoint, Adobe) and technology skills/ platforms (Zoom, Teams)
- Excellent oral and written communication skills in French and English
- We are looking for someone who is strategic, entrepreneurial and solution driven *and* empathetic, kind, possessing interpersonal and listening skills.
- A willingness to participate in the two-week Clubhouse Training Program at a certified Training Base.
- A commitment to the values and beliefs of a Clubhouse program for people living with mental illness, expressed in the International Standards for Clubhouse
- Maintain the ability to pass a criminal background check.

Salary is according to the current remuneration policy and qualifications and experience.

Time commitment: Full-time position 35 hrs a week

To Apply:

Write two paragraphs that tells us about yourself, why you would like the position and what you bring to the position. Please include a CV in either English or French. We will only contact people who are invited to an interview. Thank you in advance for your time and care applying for the position.

Please send your letter and CV to: info@urbanpardes.org with the subject line: **Executive Director Position**

Additional:

Please learn more about the Clubhouse Model by reading the International Standards for Clubhouse Model at www.clubhouse-intl.org.

Please learn more about UP House here: <https://www.uphouse.org/>

Thank you!