

## Risk Assessment Director

### ORGANIZATION DESCRIPTION

We are a non-profit organization with over 1,000 members and a 25-year history of providing programs and services that are affordable and accessible to a wide cross section of community members. Our mission is to enrich and empower the diverse communities of Northern Hills through advocacy, providing programs and services, supporting opportunities for engagement and therefore enhancing quality of life.

### DESCRIPTION

The Board of Directors is the legal authority for the Northern Hills Community Association. As a member of the Board, Risk Assessment Director is in a position of trust for the community and is responsible for the effective governance of the organization. Governed by the Mission Statement and working within the policies and procedures of the Association; the Risk Assessment Director will work with a team to identify, develop, implement, and maintain processes and programs to assure risk mitigation throughout the organization and its activities. This includes but is not limited to health and safety, contracts and liability.

- Unpaid Volunteer Director Position
- Start Date: Flexible
- Remote Work / Hybrid
- Time Commitment: Average 5-10 Hours per week
- Length Commitment: Elected term of 2 years

### RESPONSIBILITIES

- Co-Chair the risk assessment committee.
- Assess organizational risk, review the potential financial and punitive impacts, and create a risk management program focused on mitigating or eliminating risks.
- Advocate for and provides critical input into the planning, coordination and alignment of risk assessment processes.
- Coordinate the development of effective systems to enable optimal management of risk ensuring consistent application across the organization.
- Support organization compliance with applicable Acts, Regulations, policies, other commitments, and recognized industry standards.
- Communicate and provide guidance to staff and volunteers in their responsibilities for risk management.
- Review and provide guidance on all applicable risk mitigation for NHCA activities.
- Any additional tasks that need to be addressed.

### REQUIREMENTS

- Resident of the Northern Hills community: Country Hills, Country Hills Village, Coventry Hills, Harvest Hills, and Panorama Hills.
- Previous volunteer or professional experience and/or education in risk management.
- Have or willing to obtain technical and analytical expertise to assess and support risk management.
- Willingness to continue developing expertise based on industry changes.

DIVERSE

VIBRANT

INCLUSIVE

SUSTAINABLE



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@northernhills

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*Serving Country Hills, Country Hills Village, Coventry Hills,  
Harvest Hills and Panorama Hills*

- Leadership skills including coaching, program management, decision-making, strategic prioritization, and relationship building.
- Strong interpersonal and relationship management skills and ability to represent the NHCA in a professional manner.
- Proficiency in MS Office 365 is considered an asset.

### BENEFITS OF VOLUNTEERING

- Receive a subsidized NHCA Membership after required hours (local business discounts, program discounts and more!)
- Join a community platform to pursue your passion and make a difference in your community.
- Gain volunteer hours and a deeper connection with the Northern Hills community.
- The opportunity to network with a talented leadership team and board.
- Continue to develop interpersonal skills or apply your skills to help your community.

### APPLICATION

Submit your application with your resume, cover letter and qualifications to [Volunteer@nhca.ca](mailto:Volunteer@nhca.ca).

*We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, degree completion, or disability status.*

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