**Employment Opportunity: Manager of Investigative Supports**

**Permanent, Full-Time Position**

The Zebra Child & Youth Advocacy Centre is our community’s response to child abuse through intervention, advocacy and providing a continuum of support in a child-friendly environment. We are seeking a full-time **Manager of Investigative Supports** to join our herd. **To apply for this position, please send your cover letter and resume via email to** [**jobs@zebracentre.ca**](mailto:jobs@zebracentre.ca) **with the subject line of “Manager of Investigative Supports”. This position will remain open until a suitable candidate is found.**

**Position Overview:**

Since 2002, the Zebra Child & Youth Advocacy Centre and our multi-disciplinary team of partners have worked to provide safety, support and strength for children and youth who have experienced abuse, helping over 4,000 kids annually.

The Zebra Centre is seeking a Manager of Investigative Supports to join our Child and Youth Supports team. Reporting to the Director, of Child and Youth Supports and working with staff, board members and service providers. Primary responsibilities include:

1. **Responsible for the day-to-day operations on the investigations side.** Responsible for the day-to-day operations on the investigation side. Alongside the Director, Child & Youth Supports, determines the short- and long-term strategic priorities of the Child & Youth Supports Program. Oversees the Crisis Response program which includes (but not limited to) creating the yearly schedule, training, and on call along with other staff members.
2. **Provide Investigative Supports to front line staff.** Extensive case review of each file in daily file flow to determine next necessary steps providing best support practices. Updates Zebra database and physical files using partner databases (JOIN to retrieve court updates and information) Support staff and volunteers, as needed, in providing advocacy support to children, youth and families who come to the Zebra Centre as well as in court.
3. **Maintains High Corporate Culture:** As a key member of the leadership team, the incumbent actively participates in Centre-wide initiatives when appropriate including public presentations and events and demonstrates a positive attitude towards all employees, partners, and volunteers.

This position is based in the Zebra Centre, located in downtown Edmonton with a flexible, full-time schedule working 36.25 hours per week with a flexible schedule. Please note we work with accredited facility dogs on-site.

**Qualifications:**

The Manager of Investigative Supports will possess the following experiences, knowledge, and strengths:

* 3-5 years management experience
* Post-secondary education in a field related to social sciences or equivalent experience.
* Experience working within child development, the judicial system and/or victim supports.
* Experience developing and implementing supportive programs.
* Experience in managing people and projects.
* Experience working with community partners and stakeholders.
* Creative and strategic thinker.
* Strong and effective communicator.
* Ability to work independently, prioritize tasks, pay close attention to details, and meet deadlines.
* Responsible with confidential information.
* Knowledgeable of trauma-informed approaches.
* A self-starter who is curious, willing to accept direction and feedback.
* Ability to work collaboratively with all members of the organization with a sensitivity to diversity.
* Experience working within a non-profit or charitable organization considered an asset.
* Successful passing and maintenance of an Edmonton Police Service Enhanced Security Clearance and a Children’s Services Vulnerable Sector Check.

**Compensation and Benefits:**

This essential position offers a competitive not-for-profit salary in the range of $62,000 - $74,000 to start. In addition to a comprehensive health, dental and life benefits package, the Zebra Child & Youth Advocacy Centre offers three weeks’ annual vacation, ten sick days and two additional mental wellness days per year to start. Communication tools (cellular telephone, iPad and other tools) provided as required.

*The Zebra Child & Youth Advocacy Centre is an equal opportunity employer, committed to building a diverse and accessible facility. We strongly encourage all qualified applicants to apply. Please note that due to a high volume of interested applicants, only successful candidates will be contacted.*

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**Zebra Child & Youth Advocacy Centre**

7 FL, 10909 Jasper Avenue, Edmonton, AB T5J 3L9

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