

VANDU Interim Executive Director Role Profile/Job Description



Role & Organization Overview

The Vancouver Area Network of Drug Users (VANDU) is a group of over 3,000 users and former users who work to improve the lives of people who use drugs through user-based peer support and education. VANDU is committed to increasing the capacity of people who use drugs to live healthy, productive lives. VANDU is also committed to ensuring that drug users have a real voice in their community and in the creation of programs and policies designed to serve them.

VANDU's Executive Director (ED) is a non-member, allied staff person who supports and takes direction from the VANDU Board of Directors to fulfill the organization's mandate. The Board is the democratically-elected decision-making body of the organization and is made up of community members who are current or former illicit drug users.

The interim ED's primary role will be to provide organizational and administrative oversight for VANDU's staff, programs, grant reporting & funder relations, and to effectively support the peer-led Board in its mission. VANDU's interim Executive Director will play a key role in working with the Board to renew VANDU's long-term vision, building a 2026-27 strategic plan.

Location and hours: 30hrs per week on site at 380 E Hastings, including up to one full day of remote work for admin duties if desired

Reports to: VANDU Board of Directors

Remuneration: For salary details please contact tintin@vandu.org

Duration of contract: Please note that this is an interim position on a term-limited contract of 6 months

Roles & Responsibilities

Governance & Finance

- Support the Board of Directors in their governance responsibilities, providing weekly reports to keep the Board informed and engaged in decision-making.
- Collaborate effectively with the Board to develop a clear vision, strategic mandate, and priorities.
- Support the recruitment and onboarding of VANDU Board members.
- Attend and participate in weekly VANDU Board of Director's meetings, supporting the development of the Board's governance capacities: developing agendas, minute taking, facilitation, finance and public speaking.
- Gather, review and submit timely reports to Vancouver Coastal Health Authority and other funding bodies and government agencies as required by contract.

- Develop and implement a long-term plan for financial sustainability that supports more diversified revenue sources for the organization.
- Work with Board members in reviewing and editing articles, reports of meetings and conferences, preparation work for public presentations, and reporting to the Board and/or membership.
- Collaborate with VANDU Board members on the liaison between VANDU and other community groups that deal with issues relevant to VANDU membership.
- Support the Board to develop needed policies and procedures, and to keep up-to-date processes and frameworks for the implementation of organizational decisions.
- Apply and support the implementation of policies and procedures to guide the organization.
- Assure all general meetings and all Board meetings of the society are held in accordance with the *Societies Act*, assuring all necessary documentation is kept up-to-date and in compliance with the *Act*.

Projects/Programs Development & Management

- Oversee VANDU projects & programs.
- Hire, train & provide ongoing leadership & support to project staff.
- Responsible for financial management including budget submission & management, payroll and program delivery, closely liaising with the VANDU bookkeeper and accountant.
- Be informed of research, consultation reports, city, provincial and federal studies and policies, in the areas of community development, illicit drug use, Indigenous relations, and health.
- Gather and develop source documents, reports, and research that VANDU is guided by for access by the staff and membership in hardcopy and on the website.

Member, Volunteer, and Staff Engagement

- Assist Members who represent VANDU at community meetings, boards, and coalitions.
- Accompany & empower VANDU Members selected for travel for speaking engagements & seminar delivery at conferences.
- Mentor VANDU staff and volunteers ensuring the goals and objectives of the Society are adhered to and conduct member volunteer and staff performance reviews.
- Identify workshops, trainings, and resources that will build the capacity of VANDU members.
- Maintain up-to-date CPR and First Aid certifications.
- Oversee the performance, ongoing training, and development of staff.

Qualifications

Knowledge and Experience

- Knowledge and experience of the Downtown Eastside (DTES) community, or similar population.
- Demonstrated understanding of the relevant landscape of drug policy on the DTES, including in the areas of community development, illicit drug use, and health.
- 3-5yrs leadership and/or management experience (e.g., as executive director or senior program manager related), ideally in a position related to harm reduction efforts, with direct supervisory responsibilities for staff and/or volunteers.

- Experience working with a not-for-profit Board of Directors.
- Experience developing and managing annual budgets of minimum \$150k.
- Experience working in a community of peers with lived experience.
- Excellent written, verbal and digital communication skills.
- Confident public speaker and ability to communicate in an accessible form to a variety of audiences (professional, community partners, public bodies, funders and supporters).

Personal Competencies

- Interest and/or commitment to harm reduction work, with a deep sense of compassion, empathy, and a passion for helping others.
- Willingness to learn and openness to diverse perspectives.
- Collaborative leadership approach, with effective interpersonal skills, including conflict resolution capabilities and ability to work in high-stress and sometimes conflictual environments.
- Excellent organizational and project management skills.
- Judgment and tact as required to guard credibility, integrity and reputation.

Employment Terms & Accountability

This position is paid hourly at 30hrs per week. Benefits include a Health Spending Account, vacation time, and paid sick time. A criminal record check is required. For further salary and remuneration details please contact Tintin Yang at tintin@vandu.org

How to apply

In one single PDF please submit your resume, cover letter, and a one-page essay on your understanding of Harm Reduction and your personal approach to working with drug using communities.

Please title your email “Attention: VANDU ED Selection Committee” and send to vandu@vandu.org and nate@vandu.org by **end of day November 27, 2025**.

Please note, first round interviews are anticipated to take place the first week of December, 2025. Only candidates that meet the minimum requirements will be considered for the position. Applicants must be eligible to work in Canada.