



**Looking for an opportunity to make a difference in our community?
Join the Interval House of Ottawa Board of Directors!**

Founded in 1976, Interval House of Ottawa provides service to all persons who identify as women and their dependents. In partnership with the community we provide safe shelter and support, intervention and prevention services, and advocacy to break the cycle of violence. Our core values include compassion/empathy, empowerment, equality, leadership/accountability, intersectionality, respect and a client-centred approach.

We are currently seeking an individual to join our board with experience in **Human Resources**.

We welcome individuals of all genders from a variety of backgrounds to join the Interval House of Ottawa Board of Directors. If you are interested and would like to join our Board, **please provide your CV and a cover letter** via the [Charity Village website](#) or to executivedirector@intervalhouseottawa.org or call Keri Lewis at 613-294-2132 to provide an oral application. If selected, you will be contacted in June for a personal interview in July. Interval House of Ottawa requires a minimum two-year commitment.

Qualifications:

- Knowledgeable and passionate about violence against women and gender-based violence issues
- Commitment to an intersectional feminist analysis and practice
- Personal competencies must reflect our core values and include:
 - Integrity and trustworthiness
 - Reliability
 - Initiative and eagerness to participate
 - Ability to listen to others and accept differing perspectives
 - Willingness to accept group decisions that may not reflect your personal opinion
- Previous Board experience an asset, but not required. Candidates without previous board experience are invited to share transferable skills and relevant experience.
- In addition to their time, Directors also make personal financial contributions at a level within their means, that demonstrates their personal commitment.
- Directors must be able to commit to the time involved and participate in at least one committee. There is a minimum of 5 to 10 hours of work required per month.

Experience in Human Resources:

- Knowledge and experience to support with projects such as: reviewing Human Resource and Governance policies, compensation reviews, Executive Director performance evaluation, board recruitment and other human resource related projects.
- The ideal candidate will have knowledge of HR best practices, supporting teams, performance evaluation processes and compensation standards/best practices.
- Knowledge of labour legislation i.e. ESA, Human Rights etc.
- Experience with leading teams.

Interval House of Ottawa is committed to employment equity and encourages applications from people from diverse communities and backgrounds. Applicants are invited to self-identify as a member of any of following community/designated groups: Indigenous, person with disabilities, member of a visible minority group/racialized person, LGBTQ+. This self-disclosure is voluntary and the information will be held in confidence.

Interval House of Ottawa is undergoing a strategic planning process that centers equity and intersectionality. Through this work, we are striving, with intention, to build a more equitable and inclusive organization. Ensuring our board members represent a wide range of experience and expertise, that truly reflects the community we serve, is key to this goal.

If you have questions or would like to speak with someone as you consider an application, please contact: Keri Lewis, Executive Director, Interval House of Ottawa 613-294-2132 or executivedirector@intervalhouseottawa.org

In your application, please respond to the following questions:

- a. What knowledge are you excited to bring to this role?
- b. IHO is striving to build a more equitable culture and organization. What does this mean to you?
- c. What cultural or personal values do you think will guide you in supporting IHO to serve women and break the cycle of violence?