VETERANS' HOUSE CANADA
HELPING HOMELESS VETERANS

Job Title:	Deputy Executive Director	**Job Category:**	Senior Executive
Location:	Veterans' House Canada 404 McArthur Ave, Suite 208 Ottawa, ON K1K 1G8	**Travel Required:**	Yes, locally in Ottawa and to other locations as required.
Level/Salary Range:	$95,000 to $105,000 per year	**Position Type:**	In person with hybrid options. Permanent Full Time, 37.5 hours per week
HR Contact:	Alan Mulawyshyn Executive Director Veterans' House Canada	**Application Process:**	Please forward your resume and a covering letter by 13 Nov 2026 to the email address below.

Applications accepted by email: jobs@veteranshousecanada.ca

Job Description

Veterans' House Canada (VHC) is a registered national charitable organization based in Ottawa that helps homeless Veterans build a better future by providing permanent, affordable, and supportive housing. We opened our first Veterans' House, the Andy Carswell Building, in Ottawa in February 2021. This initial proof-of-concept building, a 40-studio unit facility with common areas designed around and for Veterans, led to our second project in Edmonton, which opened officially on 9 November 2026. Our current vision is to build three more facilities across Canada over the next five years. We want you to be part of our team making this vision a reality.

VHC is looking for an experienced and passionate individual to join our team as our Deputy Executive Director. In this role, you will play a central role in development of a strategic plan to guide the expansion of Veteran's House Canada to multiple locations across Canada as well as ensuring stability of the charity at the national level. It is an exciting time to join our team as we continue with operations in Ottawa, consolidate operations in Edmonton and seek options to build in other locations. This is an opportunity to leverage your talents and experience in support of homeless Veterans across the country. This position is open for immediate hiring upon a successful application process.

KEY RESPONSIBILITIES

Reporting directly to the Executive Director, the Deputy Executive Director will provide support and expertise in in several key areas though other duties as required may also be necessary. This may include, but is not limited to four main areas:

Support to ED for all VHC operations with a focus on:

- Business Planning and budget management.
- Human Resource management.
- Development of the Strategic Plan.
- Preparation for any Board of Directors' and/or Committee meetings.
- Participate as an alternate ex-officio member of various Committees, including Governance and Finance Committees.

Coordination and Support to VHC national staff:

- Work with the national staff to ensure all efforts are coordinated and support them as needed.
- Maintain a staff coordination calendar and conduct regular reviews of upcoming events where support is required.

Operation of the VHC National Office

- Responsible for the effective and efficient operation of the VHC national office.
- Supervise and coordinate with the VHC Office Operations Coordinator.
- Monitor staffing requirements, coordinate hiring of new employees, as needed, and provide on-board training.
- Implement and track workplace safety policies to include the management of the VHC WSIB Program and the National Regulatory Workplace Safety Program for all staff.

Coordination and Support to VHC local Operations Managers

- Be the central point of contact for local Operations Managers for any coordination and support that they require from the national staff.
- Be the central point of contact for the national staff any coordination and support that they require from the local Operations Mangers

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Be a Veteran of the Canadian Armed Forces.
Bachelor's degree in Business Administration or an equivalent combination of education and experience.
Five years of proven success in an operations management role.
Experience with MS Office and Google Workspace. Must be willing and able to learn other software platforms such as Salesforce.

PREFERRED SKILLS, KNOWLEDGE AND EXPERIENCE

Knowledge of homelessness issues.
Bilingual (English/French).

PERSONAL SKILLS AND ATTRIBUTES

Excellent organizing and planning skills, strong initiative, results oriented, excellent communication skills (written and verbal), relationship builder, confidence in self, compassionate, respect for others, acceptance of others, non-judgmental, good sense of humour, flexibility, positive attitude, excellent judgement, patient.

BENEFITS PACKAGE

Optional shared costs health and dental benefits.
Annually 15 days' vacation leave, 5 days personal leave and 10 days sick leave.
Professional Development/training allowance and opportunities.

REFERENCES

Satisfactory references are essential conditions of appointment and will be asked for during the interview process.

We are committed to providing an inclusive and barrier-free work environment, starting with the staffing process. If you require accommodations during any phase of the evaluation process, please let us know.

We wish to thank all applicants for their interest and effort in applying for this position; however, only candidates selected for an interview will be contacted.