



FULLTIME EXECUTIVE DIRECTOR

(Temporary Maternity Leave)

The Salt Spring Literacy Society is a non-profit organisation dedicated to providing literacy support and community education to Salt Spring and the Southern Gulf Islands.

We operate a number of programs through our downtown literacy centre including one to one tutoring, a free book program, ESLSAP services, exam invigilation, study space, computer access and dedicated programming for people with mental health or addiction issues. We follow an inclusive, learner directed philosophy.

The Executive Director reports to a volunteer Board of Directors, and works with the staff, volunteers, learners and community organisation partners to develop and maintain all our services.

This professional full time position requires the following qualifications:

- Post-secondary degree in Social Services, Education or other relevant field. In some cases extensive experience may be equivalent.
- Minimum three years relevant work experience
- Previous experience in project management
- Experience in the non-profit sector
- Experience in volunteer management
- Excellent public relations
- Strong presentation and communication skills

This will be a full time, twelve month placement beginning late June.

Please send a full resume, references, and a cover letter indicating why you are interested in this specific position, what skills or experience you have that would demonstrate your unique ability for this role and why you think an organisation like Salt Spring Literacy is important to the community. Please **apply via email by June 13th to: coordinator@saltspringliteracy.org**

Executive Director- Role and responsibilities

Outreach/Public Relations

- Establish and maintain partnerships with relevant community organisations
- Maintain a scheduled presence in the office
- Attend community meetings outside of regular scheduled hours by arrangement
- Maintain suitable advertising and promotion in local media
- Promote within the community the services provided by Salt Spring Literacy
- Maintain relationships with off island colleagues
- Maintain the Salt Spring Literacy website(s)
- Maintain weekly e-newsletter communication with supporters
- Create and maintain relevant promotional material- brochure, posters etc

Funding and fiscal management

- Carry out grant/funding research and prepare and submit applications
- Report back to funders via required midterm and final reports
- Maintain necessary records for above reporting
- Ensure that the contract requirements of successful grants are met
- Develop and maintain relationships with funding agencies
- Work with the Treasurer, finance committee and/or book keeper to maintain fiscal health

Reporting to the Board of Directors

- Attend board meetings and provide a monthly Executive Director's report
- Assist with the Annual General Meeting as required by the Board of Directors
- Assist with the board meetings i.e. agenda as required by the Chair
- Work with the board to establish annual goals and objectives

Security and privacy

- Ensure the security and privacy of the information and identity of learners
- Ensure the Code of Ethics is maintained by all staff

Program development and implementation

- Match tutors to learners, working with appropriate staff whenever possible
- Recruit and enroll new volunteers, working with appropriate staff when possible
- Assist with maintaining volunteer and learner files
- Recruit and enroll new learners, working with appropriate staff when possible
- Coordinate administration staff, program staff and office and program volunteers
- Work with steering committees, learners, volunteers and staff to develop programs and workshops

General/ Administration

- Maintain relevant electronic and paper files
- Assist with standard office duties
- Maintain necessary office supplies
- Supervise the Literacy Centre and users including examination candidates
- Attend professional development activities where possible

Communication with staff and volunteers

- Arrange and attend staff meetings including all staff or relevant subsets
- Ensure regular appreciation acknowledgment/events for volunteers
- Oversee and provide the annual performance review of staff
- Collect from the staff input for the monthly Executive Director report to the board
- Support the PD and networking of staff and volunteers

It is understood that the duties and responsibilities described above will be carried out in accordance with the moral, ethical and philosophical beliefs of the Society as set out in the Code of Ethics. As Executive Director it is imperative that adherence to the Code is maintained at all times.