

Job Title: Executive Director, English Parents Committee Association (EPCA)

Status: Part-time with flexible work hours

The Executive Director is responsible for overseeing the administration, programs, and strategic plan of the organization. The position reports directly to the Board of Directors. As the EPCA Board of Directors is comprised of parent volunteers living in all parts of the Province of Quebec, the Executive Director will be expected to be available some evenings and weekends for meetings, telephone calls, and conferencing.

Reports to: Board of Directors

Required Background, Knowledge, Skills and Abilities:

- Able to work with a diverse group of people with a team approach.
- Bilingual - able to communicate at a high level in both official languages (French and English), oral and written.
- Able to handle multi-task work environment.
- Excellent organizational skills.
- Ability to follow through on tasks with minimal supervision.

Qualifications:

- Five years of management experience, preferably in a Not for Profit.
- Parental governance experience is an asset.
- Past success working with a Board of Directors with the ability to cultivate board member relationships.
- Ability to work effectively in collaboration with diverse groups of people.
- Strong marketing and/or public relations experience with the ability to engage a wide range of stakeholders.
- Strong written and verbal communication skills - a persuasive and passionate communicator with excellent interpersonal skills.
- Multidisciplinary project skills.
- Action-oriented, entrepreneurial, adaptable, and possess an innovative approach to planning.
- Have the following skills: passion, idealism, integrity, positive attitude, mission-driven, and self-directed

PRIMARY DUTIES AND RESPONSIBILITIES of the Executive Director include, but are not limited to:

- Commitment to understanding and supporting EPCA's mission and mandate
- Work with the BOD to establish goals and provide strategic oversight to ensure parent voice is heard
- Prepare and submit grants and proposals to support and expand programs for our parent community.
- Produce documents, reports, and presentations.
- Provide the continuity of information as needed to newly elected and continuing Directors and Executive Committee (EC) members.
- Oversee and advise on compliance of the EPCA organization to its rules and regulations as well as to the Government's requirements.
- Ensure that the organization operates according to standard policies and procedures.
- Verify expense reports.
- Prepare and review policies and by-laws of EPCA for the Board of Directors and/or the Executive Committee, including overseeing and advising on compliance.
- Ensure the Board of Directors is kept informed of all pertinent information.
- Keep abreast of news pertaining to education in Quebec.
- Report to the Board of Directors all information pertinent to the organization.
- Work with the Executive Committee and the Board of Directors to develop an annual Action Plan and ensure the follow-up and performance management of each project.
- Represent the views and positions that are approved by the EPCA Board of Directors when mandated to do so on any Committee, Work Group, Discussion Group, etc.

Office Management Responsibilities: The Executive Director shall:

- Coordinate and follow-up monthly Directors' meetings.
- Planning and set-up of Annual General Assembly in November.
- Carry out background research and present findings to the BOD.
- Maintain office systems via TEAMS, including record keeping, data maintenance and management, and filing system.
- Prepare and submit all documents for the EPCA Budget Allocations from different envelopes and ensure the effective and appropriate financing of the Association.
- Report to government bodies.
- Ensure that all financial information is available to the BOD and is submitted in a timely fashion to all required parties including (but not limited to) internal/external auditors, the Government, and accounting and/or legal partners.
- Ensure the annual update of EPCA's legal status is done.
- Performing Accounting Responsibilities, including:
 - GST/QST claims and follow-up
 - Reconciling Government funds

STARTING DATE: to be determined.

SALARY AND WORKING CONDITIONS:

- The salary is established as \$2000/ month for 21 hrs. They would work from home but be available to attend to the EPCA office as required.

DOCUMENTS REQUIRED:

Interested candidates must provide:

- a letter of intent expressing why they should be considered for the position.
- an updated résumé.
- the contact information (name, address, telephone number and email address) of two references.

CLOSING DATE: Before 4:00 p.m., January 28, 2021

APPLY TO:

- Forward the required documents by email to the President at president@epcaquebec.org. All applications will be acknowledged. Only those candidates deemed to meet the necessary requirements will be invited to an interview.