



St Albert & District Further Education Association

Executive Director

We have an exciting opportunity for an Executive Director that is passionate about life-long learning and supporting individuals of diverse backgrounds to become successful in work, life and as an active member of the society. We are looking for a strong not-for-profit and collaborative leader, able to foster strong relationships and partnerships for successful delivery of the Association's programs and services.

About the St. Albert and District Further Education Association

We are one of over 90 Community Learning Programs (CALP) in the Province of Alberta that offers lifelong learning opportunities for adults since 1974. The organization assists English language learners, those with diverse learning needs, those who have not completed High School and those recovering from addictions, with basic reading, writing, digital, job skills and financial literacy needs.

The organization also provides Citizenship, GED and Skilled Readiness preparation programming and the Newcomer connection program that helps newcomers to Canada understand their rights and responsibilities and find the programs and services they need.

Our Vision

To provide the adult members of our community with the option to participate in diverse life-long learning opportunities.

Our Mission

We want to enhance the personal growth and well-being of the adults in our community. By providing ongoing, further education opportunities we want to help you become successful in your work, life and to participate actively in society.

Our Values

- Life-long Learning
- Learner-centered Learning
- Community collaboration and partnerships
- Diversity and inclusion
- Literacy and Numeracy Learning Opportunities
- Welcoming and safe learning spaces

JOB DESCRIPTION

Reporting to the Executive Committee, the Executive Director holds the key leadership position in the Association responsible for delivery of programs and services, implementation of the Strategic Plan, leading the team of highly engaged individuals, and managing Association's financial resources in accordance with established policies, procedures and regulations.

KEY RESPONSIBILITIES

STRATEGIC AND BUSINESS PLANNING AND MANAGEMENT

- Responsible for ensuring that Strategic and operational plans are developed and implemented, including setting and monitoring organizational and program outcomes.
- Communicates with key stakeholders to identify the needs in the community to ensure informed and responsive delivery of programs and services.
- Develops a plan to address the needs of the community as outlined in the Community Needs Assessment and ensures that programs and services achieve the Board priorities and are within organizational policies.
- Facilitates the research, planning, development, implementation and evaluation of programs and services.

HUMAN RESOURCE LEADERSHIP

- Responsible for recruitment, retention, engagement and performance of all employees: the Newcomer Coordinator, Administrative Coordinator and Volunteer Coordinator.
- Responsible for recruitment and selection of contractors, volunteer tutors and instructors.
- Responsible for ensuring proper resourcing and succession plans are in place and an organizational structure that enables effective and efficient delivery of services.
- Coaches and mentors employees, ensures ongoing professional development, cross-training and multi-skilling.

OPERATIONS

- Ensures that all facilities owned and/or operated by the Association are well maintained.
- Establishes and implements systems of operation that minimizes risks and maximizes quality of programs and services provided including adherence to all legislative and insurance requirements.
- Responsible for financial management including securing and sustaining funding by applying for grants and funding and organizing fundraising events.

PROGRAM MANAGEMENT

- Ensures the Association is meeting the provincial government mandate.
- Provides management oversight for the key programs including the AR Literacy Volunteer Program, Newcomer Connections, General Interest, Fundraising and Contracted Instructors Programs.
- Prepares and submits all forms required by the Alberta Government or other funding authorities with the assistance of the administrator, Board, and STAR Literacy Coordinator.

GOVERNANCE

- Assists, advises and informs the Executive Committee on all Association's matters to help ensure well-informed direction and supports Executive sub-committees.
- Attends all Executive and General Meetings and relevant Committee meetings, in an advisory, non-voting capacity.
- Assists in development of administrative guidelines and procedures for the approval of the Executive Committee and ensures that direction established is adhered to.
- Ensures FOIP (*Freedom of Information and Protection of Privacy*) and CASL (*Canadian Anti-Spam Legislation*) guidelines and practices are followed.
- Ensures annual reports are provided to funders and the Executive Committee to outline the organization's performance and achievements.

PUBLIC RELATIONS AND COMMUNITY OUTREACH

- Acts as a liaison between the Alberta Government, the Association, other community Adult Learning Councils, general membership and other organizations concerned with adult education.
- Maintains productive public relations and outreach program.
- Communicates Association activities and adult education developments to association members and the general public. This includes maintenance of the website, newsletters and contact with the media.

QUALIFICATIONS

- Undergraduate Degree or Diploma or a combination of education and at least 5 years related experience in not-for-profit sector and demonstrated successful team leadership. Experience in not-for-profit sector that provides educational opportunities and resources are preferred.
- A passion for a life-long learning and providing learning options for diverse learners.
- Demonstrated ability to communicate effectively with people from wide array of social and cultural backgrounds.
- Demonstrated ability to develop and maintain relationships and partnerships to achieve organizational goals.
- Demonstrated knowledge and experience with obtaining grants and funding to maintain delivery of programs and services, including development of grant and funding applications.
- Experience working with funders from different levels of government and sponsors
- Able to respond to changing demands, able to work with a wide variety of people and situations and able to switch gears due to rapidly changing priorities and demands.

Position posting will remain open until successful candidate is selected. Please submit your cover letter, include salary expectations, and resume that clearly outlines qualifications and experience required for this position.

To apply, please email resume and cover to: admin@stalbertfurthered.com