

## CAREER OPPORTUNITY

### EXECUTIVE DIRECTOR

*For the creation of a new Pan-Canadian organization for Literacy and Essential Skills in OLMCs.*

**POSITION – FULL TIME:** Executive Director

#### DESCRIPTION

The Réseau pour le développement de l'alphabétisme et des compétences (RESDAC) is looking for a dynamic individual to provide leadership in the creation and management of a new Pan-Canadian organization for Literacy and Essential Skills in Official Language Minority Communities (OLMCs). This new organization will be created jointly by RESDAC and Literacy Quebec. Once this new organization is created it will become the official employer of the Executive Director and of any related employees, if applicable.

This Pan-Canadian organization will conduct a number of research projects and studies to advance the issue of Literacy and Essential Skills in OLMCs. It will also provide financial support to various OLMCs' projects aimed at developing, testing and measuring innovative approaches to Literacy and Essential Skills (LES) development.

#### POSITION SUMMARY

Reporting to the RESDAC Board of Directors (during the transitional phase of creation), the Executive Director will have a special mandate to support the project steering committee for the creation of the new Pan-Canadian Literacy and Essential Skills organization. It should be noted that a new Board of Directors will also be created for this Pan-Canadian organization.

The Executive Director will also ensure that the strategic and organizational objectives established by the governance in accordance with the requirements of the funding agencies are met. It will be responsible for managing the human, financial, physical and material resources of this new Pan-Canadian organization.

Main responsibilities will be as follows:

- Participate in the development of the organization's strategic planning;
- Support Board members in creating and implementing the structure of the new Pan-Canadian organization, as well as the staffing plan within the allocated budget framework;
- Produce and implement the action plans resulting from the strategic directions endorsed by the Board of Directors;
- Manage human, financial, physical and material resources;
- Manage marketing and communication strategies;
- Develop and manage the various grants and service agreements;
- Promote close collaboration and partnership with funders;
- Ensure effective collaborative links with various partners;
- Perform all other related tasks.

Detailed job description:

RESDAC: [www.resdac.net](http://www.resdac.net)

Literacy Quebec: [www.literacyquebec.org](http://www.literacyquebec.org)

## PROFILE

The candidate for this position will be required to have the following qualifications and skills:

### Qualifications

- Bachelor's Degree in Public or Business Administration or any other related field of studies as well as experience in various related fields.
- A Master's degree in Public Administration or in a related field will be considered an asset.

### Experience

- A minimum of five (5) years of experience in a supervisory or general management position.
- Demonstrated experience and knowledge of not-for-profit governance.
- Experience in the management of major organizational orientations.
- Experience in managing human, material and financial resources.
- Experience in project management.

### Knowledge and skills

- Mandatory: Fluent in French and English, both written and spoken.
- Knowledge of how a board of directors functions.
- Knowledge of how a not for profit organization operates.
- Excellent knowledge of OLMCs and their provincial and national issues, particularly in the area of Literacy and Essential Skills (LES).
- Marketing and communication skills.
- Conflict resolution skills.
- Negotiation skills.
- Skills in the use of software (Microsoft Office Suite, virtual platforms for meetings and webinars).

### Competencies

- Strategic thinking.
- Leadership.
- Planning and organization of tasks.
- Interpersonal and organizational communication.
- Customer orientation.
- Demonstrates initiative; proactive and autonomous.
- Analytical and detail-oriented.
- Problem solving skills.
- Results-oriented.
- Diplomatic.
- Risk management.
- Ability to bring people together.



### **SALARY AND WORKING CONDITIONS**

The new Pan-Canadian Literacy and Essential Skills organization offers competitive compensation and benefits for this position.

Workplace: The office is located in Ottawa.

### **APPLICATION**

To submit your application please send your resume with a letter of intent, in both French and English, to the attention of Yasmine Khayat, by email at [adjointedg@resdac.net](mailto:adjointedg@resdac.net) by 5:00 p.m. EDT on February 24, 2020.

Only the candidates selected for the next round of selection will be contacted.

### **START DATE**

The start date will be negotiated with the person selected to fill this position.