

Pembina Valley Language/Education for Adults Corp. (PVLEA)

Job Description – Executive Director

Summary

The Executive Director reports to the Board of Directors, and is chiefly responsible for the organizations' consistent achievement of its mission and organizational objectives. Other key responsibilities include program development and administration, allowing for the optimal use of organizational finances, staff and resources. This individual will also provide financial leadership by managing budgets and monitoring long-term strategic fiscal plans.

Core Competencies:

- Adult Student Focus
- Strong Oral & Written Communication
- Energy/Stress Management
- Leadership/Team Work
- Time Management
- Accounting Skills
- Adaptability/Flexibility
- Creative and Innovative Problem Solving
- Decision/Planning and Organizing
- Accountability and Dependability
- Ethics and Integrity
- Mediating and Negotiating
- Providing Consultation
- Coaching/Mentoring/Orientation for staff
- Staff Management
- Implementing Policy & Procedures

- Oversee Building Management
- Development and Continual Learning

Job Duties:

- Provide leadership in developing program, organizational and financial plans and carry out plans and policies authorized by the Board of Directors.
- Participate with the Board in developing a vision and strategic plan to guide the organization.
- Identify and evaluate the risks to the organization's people (students, staff, management and volunteers), property, finances, goodwill and image and implement measures to control risks.
- See that the board is kept fully informed on the condition of the organization and all important factors influencing it.
- Represent the program and the point of view of the organizations to agencies, organizations and the general public.
- Maintain official records and documents and ensure compliance with federal, provincial and local regulations.
- Establish good working relationships and collaborative arrangements with funders, community groups, and other organizations to help achieve the goals of the organization.
- Plan and organize required classes for each community. (Morden, Winkler, Altona, Plum Coulee and others as needs arise).
- Prepare budgets and see that the organization operates within budget guidelines.
- Administer the funds of the organization according to the approved budgets and monitor the monthly cash flow of the organization.
- Prepare and submit all required reports to Canadian Immigration and Citizenship (CIC) and Adult Learning and Literacy as outlined in the accountability documents for each funder.
- Determine staffing requirements for organizational management and program delivery.

- Research and purchase resource material to assure current and up to date resources are available for instructors.
- Implement a performance review process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review.
- Monitor legislation, regulations, policies and procedures applicable to the organizations operations.
- Other duties as required.

Requirements:

- Background in Adult Education Preferably EAL and Literacy
- Experience within a business or organization in leadership positions.
- Effective leadership skills, with a strong focus on mentoring and motivating an employee based of professionals.
- Demonstrated ability to manage key constituent relationships, including students, partners, government agencies, and so on.
- Able to identify key issues, creatively and strategically overcome internal and external challenges or obstacles.
- Knowledge of all federal and provincial legislation applicable to non-profit organizations including: employment standards, human rights, occupational health and safety, child minding LINC guidelines, taxation, CPP, EI, etc.
- Strong knowledge of fiscal management and responsibility, business finance, capital funding, contracts and partnerships.
- Sound understanding of risk management.
- Knowledge of personnel policies, practices and procedures.
- Effective attention to detail and a high degree of accuracy
- High level of integrity, confidentiality and accountability

- Sound analytical thinking, planning, prioritization and execution skills.
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills.
- Experience creating and managing budgets.
- Able to effectively communicate both verbally and in writing.

Working Conditions:

- Main office located in Winkler
- Travel required, must own reliable vehicle
- Ability to attend and conduct presentations
- Manual dexterity requires to use desktop computer and peripherals.
- Some evening overtime required during peak times (September to April)