

Executive Director

Pembina Valley Language/Education for Adults Corp.

PVLEA is a non-profit organization which provides English as an Additional Language and Literacy classes in the communities of Winkler, Morden, Altona, Plum Coulee and other communities as the needs arise.

The Board of Directors of PVLEA is seeking a dynamic and enthusiastic individual to fill the position of Executive Director/Program Coordinator. We require a leader with an innovative spirit capable of taking the organization through the next phase of growth, a responsible manager sensitive to effective and efficient use of the resources of the organization and the management and motivation of its staff.

Reporting to the Board of Directors, this individual will be the organization's key staff member and will be responsible for developing and managing short and long-range operational plans, will continually work to ensure financial viability and will plan and organize classes to assure sufficient, staff and class times are in place to serve our student's needs. Develop and monitor all necessary policies and procedures on behalf of the organization. This individual will be directly responsible for and oversee the financial management of PVLEA, plans and manages the budgets, ensures all reporting is completed and submitted on time.

The candidate will have experience with Adult Education, knowledge of administrative practices, ability to communicate effectively both written and orally, possess strong organizational, accounting, and reporting skills. A detailed job description can be found at regionalconnections.ca under career opportunities.

Application deadline is August 15, 2014

Please forward a cover letter and resume to:

northwindclayworks@gmail.com or by mail to:

PVLEA

Box 904

Altona, MB.

ROG 0B0

We thank all those who apply, but only those selected for an interview will be contacted.