

EXECUTIVE DIRECTOR JOB DESCRIPTION

POSITION

Executive Director for the Catholic Education Association of Yukon. A one-year contract position.

SUMMARY

Reporting to the CEAY Executive through the Chair, the Executive Director represents the Association in the support and delivery of its Mission Statement which is to celebrate, preserve, promote and enhance Catholic education. The Executive Director coordinates policies and activities that Yukon Catholic school councils share in common; and facilitates the implementation of the Circle of Caring strategic plan which guides Yukon Catholic schools in providing a Christian learning environment.

RESPONSIBILITIES

- Serve as an advocate of CEAY and Catholic education; coordinate policies and activities shared by the school councils of all Yukon Catholic schools
- Lead and manage the implementation and maintenance of the goals and objectives of the current Circle of Caring strategic plan
- Coordinate communication and strengthen interaction among Yukon Catholic schools, the Catholic Episcopal Corporation of Whitehorse, the Catholic community, and the Yukon Department of Education
- Participate/liaison with other Catholic education associations
- Conduct research on topics pertinent to Catholic education as required
- Serve on Yukon Department of Education advisory panels and committees to ensure a voice for Yukon Catholic schools and Catholic school councils
- Facilitate training opportunities for school partners (e.g. school council members, administrators, teachers) to help advance Catholic education
- Arrange, prepare and attend CEAY meetings
- Maintain and update the CEAY website, prepare promotional material, and help organize promotional activities
- Facilitate and manage the annual budget under the direction of the CEAY Executive
- Other duties as required by the Executive

QUALIFICATIONS

- Active Catholic, familiar with the teachings of the Catholic church
- Strong understanding of the issues and operation within the mandate of the Catholic schools
- Strong interpersonal skills: ability to foster a healthy organization, to encourage teamwork and collaboration, and to provide effective conflict management
- Ability to assure CEAY's mission, programs, and services are consistently presented in a strong and positive way to relevant stakeholders
- Excellent communication skills both verbal and written; strong presentation skills
- Familiar with budgeting and basic financial management
- Flexibility to attend meetings both during and after the business day
- Have access to a personal computer/laptop, phone and internet service

TIME COMMITMENT: Part-time (average 40 to 50 hours per month)

REMUNERATION: \$1250 per month