

## **Job Description for Assistant Director to the Executive Director**

The assistant director will assist the executive director to oversee a wide variety of programs, services and tasks within Taber and District Community Adult Learning Association over an eight-month period. At the conclusion of this period the assistant will assume the duties of the executive director as they exit their position. They will assist in supervising overall operations to ensure they are running smoothly, as well as make sure employees are adhering to all of the associations standards and policies for quality, safety, and consistency.

The assistant director will participate in hiring duties and make sure that staffing levels are adequate within various programs. The assistant director will ensure that staff members have all the training they need and that training is up to date and effective. Additionally, if staffing levels need to be cut, the assistant executive director may also be tasked with implementing these changes.

This position requires an innovative individual, capable of coming up with new ideas to improve efficiency and quality and the steps needed to implement them. The position will require developing funding proposals, working with and reporting to multiple funders as well as the executive director and the board of directors.

The assistant director will ensure projects are cost-effective and within budget. A bachelor's degree is the minimum educational requirement for this position along with relevant leadership experience in supervising overall operations and relevant experience in developing proposals and working with funders. The position requires a minimum of two years' experience in managing a not-for-profit organization.

### **Assistant Executive Director Tasks**

- Develop policies and procedures for quality services and daily operations.
- Supervise direct reports and develop productive relationships with all levels of staff.
- Assist with the accountability for employee-related function including but not limited to employee engagement, development and performance management, hiring and retention, compensation recommendations.
- Oversee and participate in annual reviews.
- Develop, implement and administer the annual business plan and budget.
- Develop and administer comprehensive education programs and evaluate.
- Write funding proposals and work with multiple funders.
- Assist with Strategic Plan development and implementation.
- Participate in networking and community relation's activities on behalf of the organization and maintain liaison with relevant government and non-government agencies.
- Attend board meetings
- Assist the Executive Director with all other related assigned tasks.

### **Qualifications**

- Bachelor's degree required
- 2 years' work experience in managing a not-for-profit at the executive level
- Excellent attention to detail, accuracy and quality
- Excellent written and verbal English communication skills
- Ability to maintain calendars and schedule appointments
- Ability to compose and edit written materials,
- Ability to work easily and effectively with a wide range of people
- Able to manage multiple projects and responsibilities at once; ability to meet deadlines
- Ability to be flexible and exercise sound judgment
- Ability to work flexible hours as needed
- Possesses time/organization/stress management skills
- Strong commitment to goals and missions
- A responsible attitude to all aspects of the work
- Knowledge of newcomers
- Possesses cultural awareness and sensitivity
- Demonstrates solid work ethics

- Proficiency with MS Office Suite especially Word, Excel and PowerPoint

Application deadline: Open until a suitable candidate is found. We are looking to fill the position by September 15, 2020. We thank all applicants for their interest. Only applicants selected for an interview will be contacted

Job Types: Full-time, Permanent

Salary: \$50,000.00-\$55,000.00 per year

Benefits: Yes