



**CENTRE FOR ACCESS TO
SERVICES IN ENGLISH**
CENTRE D'ACCÈS POUR
SERVICES EN ANGLAIS

OFFER OF EMPLOYMENT – EXECUTIVE DIRECTOR

The Centre for Access to Services in English (CASE) is a non-profit community-based organization with a mission to support the English-speaking community in the Mauricie and Centre-du-Quebec.

Function

Reporting to the Board of Directors, the Executive Director oversees the effective leadership and management of the organization. Key elements of this mandate include:

- The cultivation and expansion of the organization's membership base;
- The development, implementation and overview of new and existing programs;
- Prioritizing outreach to vulnerable populations;
- Ensuring continuous staff development;
- Networking and representing the organization at public functions; and
- Meeting with funding agencies, public agencies, institutions, or other community organizations.

Responsibilities

- Responsible for the planning, organization and direction of CASE's operations and programs;
- Develops and implements consistent reporting and tracking policies, procedures, and operational reporting/metrics;
- Oversees and reports on the organization's results to the Board of Directors;
- Plans, administrates and controls the operating budget and budgets for all CASE programs and activities;
- Manages human resources for both offices; and
- Ensures that programs and funding relationships are robust enough to meet or exceed strategic goals and objectives.

Working conditions & benefits

- The successful candidate can expect to work both remotely and in the Drummondville or Trois-Rivières office setting;
- Occasional travel within the region and province are also to be expected;
- The Executive Director’s role is a salaried position based on a flexible 35-hour work week; and
- Compensation is determined on the basis of the successful candidate’s qualifications and the organization’s current pay scales.

Qualifications

- Demonstrated leadership and management skills;
- Ability to multitask and manage multiple projects concurrently;
- Analytical and decision-making abilities;
- Ability to take initiative;
- Able to work independently and collaboratively;
- Creative problem-solving skills; and
- Fluently bilingual (English & French; written and spoken)

Education, Experience and Licensing Requirements

- Bachelor’s Degree or higher;
- 3 or more years of nonprofit management experience in an operational environment; and
- Driver’s license is required

How to apply

Interested candidates are invited to submit a letter of intent and C.V. to the following email: casemcq.president@gmail.com by April 26th, 2024.

We thank all candidates for their interest in the position, but only selected candidates will be contacted for an interview.

CASE is a non-profit community organization serving the English-speaking community of the Mauricie/Centre-du-Quebec. www.casemcq.com