



EXECUTIVE DIRECTOR (Full job description) – Posted March 18, 2019

Located in Charlottetown, Prince Edward Island, [Canadian Parents for French \(CPF PEI\)](#) is part of a national network of volunteers which values French as an integral part of Canada and which is dedicated to the promotion and creation of French-second-language learning opportunities for young Canadians.

CPF PEI is seeking a self-motivated individual for the Executive Director of this organization.

The EXECUTIVE DIRECTOR is a full-time position and an employee of CPF PEI. The Executive Director will be responsible for the overall leadership and administration of CPF PEI's operations. The Executive Director will provide vision, direction and leadership for the strategic and operations priorities of CPF PEI and ensure that the business, financial and human resources management needed to carry out its mandate are in place.

ROLES AND RESPONSIBILITIES

Leading and Managing the Organization

Manage the day-to-day operations and staff including staffing, liaising with the community and stakeholders, development and implementation of programs and projects; develop and administer budgets and grant applications, effectively manage finances;

Working with the Board of Directors

Work with Board of Directors to uphold CPF PEI's vision, mission and values; implement CPF PEI's strategic and action plan; report to the Board on organizational progress, emerging trends and issues, and progress toward strategic goals and assist them to monitor progress, budgets and financials and implement good governance practices.

General

Adhere to CPF PEI's policies and procedures: review on a timely basis and assist in the development of new policies and procedures; and any other duties and/or responsibilities as requested by the Board.

REQUIREMENTS

Necessary: Comprehensive knowledge of MS Office suite of products; flexibility in working hours including ability to work occasional evenings or weekends and willingness to travel; strong English language communication skills and the ability to articulate both orally and in writing; must currently be legally entitled to work in Canada; ability to work independently in the absence of supervision and meet required deadlines; strong budgetary and financial management, and experience with funding applications and ability to establish and maintain effective cooperative working relationships and partnerships.

Preferred: Experience with a non-profit; bilingual English/French

Salary range is \$650 to \$750 a week for 37.5 hour work week. Permanent employees have some benefits.

CPF PEI is an equal opportunity employer. We welcome diversity.

Please submit your application (including résumé and references) to: info@cpfpei.pe.ca
CPF PEI website: <https://pei.cpf.ca/about-us/>

Deadline for application: Midnight AST, Monday April 29, 2019.

Thank you to all who apply; however, only applicants who are selected for an interview will be contacted.