

Executive Director

Founded in 1979, CoAction is a member-based co-operative staff association. We provide networking, education and advocacy services to our members, housing co-operative staff working primarily in the Toronto Region.

The executive director is responsible for the successful leadership and management of CoAction according to the direction set by the board of directors and membership. Hours are variable, but average approximately 30 per month. The executive director works mainly from their home office, with occasional duties carried out at CoAction's office.

Key Duties & Responsibilities

- Member Services - Oversee the implementation and evaluation of programs and services (i.e., educational workshops, newsletter, coaching, referral to lawyer).
- Recruitment & Membership – Promote the organization and welcome new members.
- Corporate Services – Advise the board on all aspects of CoAction's activities.
- Office Administration – Oversee the day-to-day operation of the organization.
- Financial Management – Work with the board to develop a budget. Ensure sound bookkeeping procedures are followed. Administer funds within the approved budget.
- Sector Relations – Foster good working relationships with sector organizations.

Qualifications

- Knowledge of the leadership and management principles of a non-profit member-based organization.
- Knowledge of the co-operative housing sector within Canada, especially the role of staff.
- Knowledge of federal and provincial legislation governing non-profit and co-operative organizations.
- Knowledge of financial management and budgeting.
- Strong communication skills.
- Experience with job/career coaching would be an asset.
- Computer proficiency with word processing, spreadsheets, financial management, data base, email and internet.
- Competence in the following: creativity/innovation, flexibility, problem solving, strategic thinking.

Application by email preferred, to new.ed@coactionsa.org. Applications must be received by noon on Thursday, November 26, 2009.