



Engaged in Learning; Engagement for Life

Director of Operations– Temporary 12 Month Term Aspen Foundation for Labour Education (AFLE)

The Aspen Foundation for a Labour Education is a registered charity dedicated to a world where citizens have the attitudes and competencies that empower them to contribute fully to a healthy and just economy, community and society. We foster knowledgeable and engaged citizens by educating Albertans about social and economic issues and the benefits of cooperative action through participation in labour and social justice organizations.

We are seeking a temporary Director of Operations to lead our organization to meet our strategic goals of establishing excellence in governance, provisioning of relevant curriculum materials, promoting them assertively through educational systems, and securing and maintaining stable funding sources.

Roles and Responsibilities

The Director of Operations work under the direction of the AFLE Board. In general, their responsibilities will include fund development, communication, outreach, and educational resource development. This position will support the work of the Executive Board of the Aspen Foundation, while maintain excellent working relationships within the teaching community.

- Organize and support the work of the AFLE Board and its committees
- Manage and develop various projects that fulfill the AFLE Mission and Vision
- Manage grant application and fund development processes
- Liaise with stakeholders and build strategic relationships to ensure support for the Aspen Foundation
- Oversee and directly supervise the Outreach Coordinator's duties
- Manage AFLE's promotional activities
- Prepare, distribute and administer budgets, financial reports and implement bookkeeping procedures and protocols
- Ensure compliance with all regulatory bodies and AFLE bylaws.

Competencies:

The ideal candidate will be a self-starter with a commitment to social justice and a drive for excellence. Your success will be built on the following competencies:

- Leadership: establishing focus, developing others, and fostering change
- Collaboration: building collaborative relationships, persuasive communication.
- Strategic Thinking: innovation, diagnostic information gathering, and forward thinking
- Personal accountability: attention to detail, managing performance, and interpersonal awareness
- Technical expertise: understanding of the AB social studies curriculum, understanding of the labour and social justice movements, basic bookkeeping skills,

Qualifications:

- 3-5 years' experience in a leadership role, with proven leadership ability in leading diverse teams and individuals.
- Completion of a recognized post-secondary education program in education, adult education, communications, or fund development.
- Experience working with a board or non-profit organization
- Superior communication skills, organizational skills, and change management skills.
- Preference to candidates with a bachelor of education degree or equivalent

Expectations/Hours

- This is a temporary term with the possibility of extension
- This position works from home.

Remuneration

- 55,000 – 65,000 annually plus a benefits allowance.

To Apply

Submit your cover letter and resume to Amanda at amandaf@hsaa.ca. The position shall remain open until January 4, 2021. We thank all applicants for their interest. Only those individuals selected for an interview will be contacted.

The Aspen Foundation for Labour Education celebrates diversity and embraces equal opportunity in a serious way. Equity-seeking candidates are encouraged to apply.