

EXECUTIVE DIRECTOR

Students' Association of GPRC | March 16th, 2015

The Students' Association of Grande Prairie Regional College (SAGPRC) is a student led, not-for-profit advocacy organization dedicated to enhancing the lives of GPRC students. Located in the heart of GPRC, SAGPRC strives to provide an exemplary level of advocacy, representation, and services. We are currently in search of an Executive Director who shows a passion for student needs, is capable of financial and internal controls, and can provide effective mentorship for student leaders and organizational staff. The Executive Director will also be responsible for the up-keep and development of Howlers Lounge & Café located on the main campus.

POSITION: Executive Director

DEADLINE: April 1st, 2015 at 5:00pm

HOURS OF WORK: Full-Time, Monday-Friday, 35 hours per week. Some evenings and weekends will be required.

COMPENSATION: The Salary range is \$55,000 to \$65,000 per annum. The starting salary will be commensurate with education and experience.

GENERAL SCOPE OF DUTIES:

Working with the Executive Committee, the Executive Director acts as the chief steward for the organization, managing and directing all operations, programs and activities of the Students' Association. The Executive Director is accountable to the President with regards to implementing the policy decisions, directives, and goals of the Executive Committee (including, but not limited to organizational matters, communications, and advocacy).

MAJOR DUTIES AND RESPONSIBILITIES:

- Assist in the preparation and administration of the annual budget and ensure the overall financial health of the organization (including fee structure, grant writing, and development of reserves);

- Hire, evaluate, and supervise all office staff;
- Communicate and consult with the staff of the Students' Association, on all campuses;
- Oversee the home office and all tasks related to office operations on all campuses;
- Report on progress of organizational short-and long-term goals to the Executive Committee;
- Represent the best interests of the Students' Association in meetings and other related business;
- Responsible for keeping official meeting minutes and organizational records;
- Represent the organization to various levels of government and other stakeholders;

QUALIFICATIONS:

- Completion of degree from a recognized post-secondary institution, preferably in business, political science, public administration, public policy, or other related field;
- Experience with student organizations or non-profits is an asset;
- Excellent organizational skills, personnel management, oral and written communications skills, analytical thinking skills;
- Excellent relationship management skills and proven experience in stakeholder relations;
- Demonstrated political acuity and sensitivity; ability to navigate complex issues within the context of the organization's policy directives;
- The ability to convey the ideas of others to a range of audiences and build relationships to influence change;
- Ability to work independently and manage others; and;
- Proven ability to mentor, motivate and empower student leaders.

Please submit resume and cover letter to:

Thomas Petersen, President

sapresident@gprc.ab.ca