

Job Description - Executive Director

ABOUT THE ORGANIZATION

Check Your Head (CYH) is a youth-driven not-for-profit organization based in Vancouver, British Columbia that educates and activates young people to understand and take action for social and environmental justice. Since 1999, CYH youth facilitators have delivered over 2,300 popular education workshops and worked with over 65,000 young people across British Columbia.

CYH provides education, resources, training, and support for youth to live as engaged and active citizens within our local and global communities. Our work is motivated by the understanding that a healthy, democratic, and sustainable future depends on a generation of informed, empowered, and active young people.

ABOUT THE POSITION

Reporting to the Board of Directors, the Executive Director will be responsible for providing organizational leadership and the strategic direction of CYH's operations. This is a full-time permanent staff position (40 hours/week) that provides a competitive salary of \$52,000-\$68,000/year (commensurate with experience) and a comprehensive benefits package including medical, dental, transportation, communications and professional development opportunities. Occasionally hours will take place on evenings and weekends.

LOCATION

Downtown Vancouver with some travel within BC and across Canada.

RESPONSIBILITIES

- Manage Check Your Head's day-to-day operations and ensure alignment with the mission, vision and strategic direction of the organization
- Develop and manage project and annual organizational budget and financial records
- Recruit, train, support, manage, and evaluate the CYH staff team
- Develop, implement, and evaluate organizational strategic plan
- Foster current relationships and develop new partnerships/projects with funding agencies, foundations and other organizations
- Maintain and enhance the organization's brand and awareness level by representing CYH through the media, communications and at events
- Research and maximize opportunities for fund development (grant writing, events, donor relations) and organizational growth
- Liaise with the Board to ensure policy, strategic planning, financial accountability and governance decisions are made in a timely manner
- Support coordination and delivery of popular education workshops, resources and programming related to social and environmental justice (see current topics at: <http://checkyourhead.org/workshops>)
- Support the design of youth leadership and engagement workshops related to action-planning, teamwork, consensus-building, and other leadership topics

- Organize and implement education workshop outreach and promotional activities
- Ensure that CYH operates in compliance with legislation, professional standards, contract deliverables and best practices

QUALIFICATIONS/EXPERIENCE

The ideal candidate will have:

- Minimum 3 years experience in a not-for-profit leadership role
- Minimum 4 years of educational or professional experience related to social and environmental justice
- Workshop development, program coordination and facilitation experience, particularly related to workshops grounded in dialogue and popular education
- Working knowledge and commitment to the principles of anti-oppression and decolonization from an intersectional approach
- Experience working with youth, ages 13 – 30, in a variety of settings
- Experience with financial management and accountability
- Fundraising and fund development experience, including writing grant proposals
- Management experience, especially when it comes to motivating and supporting youth-identified employees and volunteers
- Experience working collaboratively and building relationships that support diverse community needs and challenges
- Experience working on community engagement strategies that focus on cultivating and supporting youth voices, leadership and representation in community organizations
- Ability to cultivate a flexible team-oriented and respectful work environment
- Strong communication, stakeholder engagement and public speaking skills
- Problem solving skills and ability to work under pressure
- Excellent attention to detail, strong organizational skills and an ability to manage several projects at the same time
- Ability to travel occasionally

CYH is an equal opportunity employer that encourages people of colour, First Nations / Aboriginal individuals, newcomers and immigrants, members of the LGBTQ community, people of all genders and abilities, and members of other under-represented communities to apply.

The closing date for applications is: Monday, January 19th at noon.

Please email your application in **one** PDF document with both resume and cover letter to contact@checkyourhead.org, subject heading: Executive Director

- Please name your document **firstname_lastnameED.pdf**

We want to thank everyone who applies for this position in advance. Only successful applicants will be contacted for interviews. The successful candidate will be required to complete a criminal record check.