
Executive Director

Check Your Head: the Youth Global Education Network (CYH) is a youth-driven not-for-profit organization founded in 1999 and based in Vancouver, British Columbia, on unceded Coast Salish territories. We provide education, resources, training and support for youth to live as engaged, independent, and active citizens within our local and global communities. Our main activities include workshops, training, supporting youth-led actions, and engaging youth volunteers.

For more information on our mission, values, and guiding principles, please visit:
<https://checkyourhead.org/who-we-are/organization/>

Type of Position: Permanent, full time (35 hours/week)

Compensation: Starting remuneration \$52,000 per annum with additional comprehensive benefits package including phone and transportation subsidies, medical insurance and professional development budget

Office Location: Fraser St and Broadway at Broadway Youth Resource Centre

Our Organizational Culture: Collaborative, passionate, curious, reflective, nurturing

The Executive Director Role

The strength of Check Your Head is in our people. Our team is trusting, collaborative, reflective, intuitive, and analytical. Our guiding principles include being peer-based, youth-driven, and intersectional and the Executive Director plays an integral role in ensuring that these principles are embedded in our programs and operations. The Executive Director serves an empowering role on this team, providing leadership, mentorship, strategic coordination, and financial stewardship. We are seeking an Executive Director who will join our team, adopt our strategic goals, act as a key figure representing our organisation in the community, and shepherd Check Your Head through the next phase of our organisation's life cycle into growth and maturity.

Check Your Head approaches youth engagement and education through an intersectional, anti-oppressive framework and values the lived experiences of youth and youth allies. We strongly encourage applications from persons with intersecting identities and from traditionally marginalised groups, including racialized identities, Indigenous people, LGBTQ2IA+ identified, persons living with disabilities, and from those with lived experience of areas relating to our work in youth advocacy and justice. We are a learning organisation that values and supports ongoing professional development, and welcome applications from those on their learning journey in non-profit leadership.

Key Areas of Responsibility

Plan, Coordinate, Mentor, and Evaluate Steps to Achieve our Strategic Goals:

1. Achieve and maintain financial sustainability
2. Build and maintain flexible, resilient, and adaptive organisational structures.
3. Collaborate with diverse partners, community organizations, initiatives, businesses, and funders to ensure youth voice is centered in the work
4. Increase public awareness of Check Your Head
5. Ensure accountability to youth and for youth voice
6. Maintain programming to be accessible, responsive, and relevant to youth

Team Mentorship and Support

- Coordinating and leading our team of full time, part-time, and contract staff and volunteers
- Ensuring Human Resources policies are fulfilled including compensation and benefits, workplace health and safety
- Ensuring the continued growth, mentorship, well-being, and resilience of individuals and the team
- Lead efforts to address issues of hierarchy, power, privilege, and colonisation within our organisation
- Manage day-to-day operations and ensure alignment with the mission, vision and strategic direction of the organization

Governance and Accountability

- Report to the Board regularly on key performance indicators
- Liaise with the Board to ensure policy, strategic planning, financial accountability and governance decisions are made in a timely manner
- Ensure that Check Your Head operates in compliance with legislation, professional standards, contract deliverables and best practices

Anticipated Skills, Talents, Characteristics, and Experiences

You may have done/have...

- Worked with youth and youth-focussed organizations and/or education spaces/organizations
- Prior leadership in non-profit organization, social enterprise, or social service
- Connections with other social, environmental and economic justice organizations
- Written grants, developed funds and donor stewardship, managed budgets
- Able to speak to project and program design, planning, and evaluation
- Fostered a dynamic, horizontal team environment
- Commitment to ongoing learning and personal growth in self, and nurturing this in others

- Prioritizes well-being and productive boundaries within the work, and encourages an atmosphere of collective resilience and long-term personal sustainability
- Intercultural fluency and/or cultural safety training
- Able to communicate effectively with diverse audiences (e.g. youth, educators, community organizations, funders)
- Proficiency in use and best practices for technology uses (Google Suite, Slack, Wordpress, social media, etc).

You might be/are...

- Identify as a youth or a youth-ally
- Collaborative and trusting in team members
- Decisive, able to delegate, and adaptive
- Systems thinker, challenging status quo, power, and hierarchy at all levels
- Well versed in anti-oppressive frameworks that align with and enhance our guiding principles
- People-oriented, empathic leader defined by openness and curiosity
- Sophisticated and compassionate in conflict management processes

Structure and Compensation

This is a permanent, full time position (35 hours/week) that provides a competitive starting salary of \$52,000 per annum and a comprehensive benefits package including health, transportation, and professional development.

The position is based in our offices at the Broadway Resource Youth Centre and is based on a Monday to Friday schedule with some evenings and weekends as scheduled.

Application Process

Interested applicants should send a resume and cover letter by **Friday, June 14, 2019** to:

checkyourheadboard@gmail.com
Subject: Executive Director - Application

We thank everyone who submits an application. We will only be able to contact applicants being considered for our multi-step interview process. Interviews will begin on a rolling basis June 2019.