



Quebec 4-H Association
Macdonald Campus, Harrison House 3-04
21,111 Lakeshore Rd
Sainte-Anne-de-Bellevue, QC H9X 2V9

JOB OFFER

Executive Director

Association Overview

4-H Quebec is a community-based organization which is dedicated to developing life skills such as leadership, cooperation, responsibility, and independence for the English-speaking rural youth of Quebec. The organization takes pride in providing youth with the opportunity to achieve and develop skills guided by the motto, “Learn to do by doing.” As a member of the national 4-H movement, 4-H Quebec is unique in that it is led and governed by the youth members of the organization.

Job Purpose

The Executive Director is responsible for the successful leadership and management of the organization according to the strategic direction set by the Board of Directors. 4-H Quebec is seeking a candidate who can assume a variety of duties and responsibilities such as:

Leadership

- Supporting the Board of Directors in developing a vision and strategic plan to guide the organization;
- Assisting the 4-H volunteer leaders and member clubs in their endeavours;
- Representing the organization at related activities to enhance the organization's profile.

Planning and Management

- Overseeing the planning, implementation and evaluation of the organization's programs and services;
- Providing support to the board, committees and clubs for meetings and governance activities (i.e. reporting);
- Overseeing the efficient and effective day-to-day operations of the organization;
- Identifying and assessing risks to the organization and implementing appropriate mitigation measures.

Human Resources

- Assisting the Board with recruitment and selection of staff with appropriate technical and personal abilities to help further the organization's mission;
- Establishing a positive, healthy, and safe work environment in accordance with all appropriate legislation and regulations;
- Coaching and mentoring staff as appropriate to improve performance;
- Monitoring of staff performance on an annual basis.

Finances

- Working with the Board to secure adequate funding for the operation of the organization, including preparation of funding proposals;
- Working with the board and staff to prepare and monitor an annual budget including appropriate and timely

- reports;
- Administering the funds of the organization following sound bookkeeping and accounting procedures, and in compliance with all appropriate fiscal regulations.

More details about 4-H Quebec and its programs and activities can be found at www.quebec4-h.com

Qualifications

Education

- Candidates will have a relevant post-secondary education or equivalent experience.

Knowledge, Skills, and Abilities

- Candidates should possess a comprehensive knowledge of leadership and management principles related to non-profit/ voluntary organizations, and enjoy working with youth.
- A background in the Quebec and/or national 4-H programs, as well as in agriculture and/or rural development, will be considered an asset.
- Fluency in English (both written and verbal) is essential, and candidates must have a minimum proficiency in French.
- Candidates must be proficient in the use of information and communications technology including office and financial software, cloud computing, and an understanding of website and social media management.

4-H Quebec is seeking an individual who can build relationships, communicate effectively and foster teamwork while being creative and innovative. Thinking strategically, you are capable of being decisive, solving problems and adapting to circumstances in an organized manner. You operate within a sound ethical framework, are focused on the needs of the members you serve and exercise leadership as a positive influence on those who you work with.

Compensation & Working Conditions

This is a salaried position with compensation and benefits in line with the qualifications and experience related to being an executive director in the non-profit sector. The nature of the work will require occasional travel as well as some work on weekends and evenings. Possibilities for flexible work arrangements and work-from-home will be considered.

Submit a cover letter and resume to jobs@quebec4-h.com by September 1, 2017.

Learn To Do By Doing