



## **JOB DESCRIPTION**

**Position:** AECEO Executive Coordinator

**Job Description:** Responsible for the successful leadership and management of the organization according to the strategic direction and coordinating the organization's staff team, activities, projects and policy development. This position reports directly to the Board of Directors (the board).

### **Responsibilities:**

1. Board of Directors, administration & staff leadership
  - Lead, coordinate and oversee staff team in the fulfilment of all operational, strategic and project requirements
  - Prepare reports about and act as a liaison between the daily activities of the organization and the board
  - Advise and inform the board on emerging organizational or sector issues requiring action or governance decisions
  - Work with the board and staff to coordinate governance processes: AGM, nominations, elections, meeting agendas, board committees, Annual Report
2. Public relations & public policy
  - Act as the spokesperson in communicating the mission, activities, policy positions and importance of the organization to the broader sector, community and in the media (this may require travel and evenings and weekends)
  - Research, develop and coordinate outreach materials, fact sheets, presentations, press releases and targeted communications.
  - Monitor, research, evaluate and discuss public policy developments and their impacts on the early childhood (EC) workforce and the broader sector with the board, members and sector partners/stakeholders
  - Prepare policy and budgetary submissions and responses in coordination with the board
  - Establish and maintain professional working relations and cooperative arrangements with members, community stakeholders and leaders, organizations, government and the College of ECE
  - Lead and oversee all organizational communications and develop original content as necessary

### 3. Project management

- Coordinate and oversee the work of staff team and volunteers, ensuring the completion of project deliverables/agreements
- Work with staff team on the development and implementation of member engagement, recruitment and retention strategies
- Prepare reports to funders as required
- Lead the development, implementation and coordination of advocacy campaigns

### 4. Financial

- Assist the staff team in the development and monitoring of the annual budget ensuring the organization operates within budget guidelines
- Establish and maintain relations with potential funders and project partners
- Research availability of ongoing and project funding and develop grant or funding proposals that will support organizational projects and strategic plans

### 5. Human Resources

- Manage human resource policies and review with staff to ensure they conform to current laws and regulations
- Monitor and review staff progress and performance and encourage staff to seek professional development as needed
- Conduct regular staff meetings
- Supervise, support and mentor placement students and interns

### 6. Legal

- Ensure the organization maintains legal counsel when necessary
- Ensure all legal obligations are met