



Parents for Choice in Education

Job Advertisement – Executive Director

Location:	Work from home	Position Type:	Part-time 15-35 hrs/week, starting Sept. 1, 2020, with the potential for growth into full-time hours, depending on the demands of the position. <i>*NOTE: There is provision for a paid mentorship period prior to Sept. 1st to help with the transition process.</i>
Pay:	Starting wage \$25/hour, with additional performance-based compensation provided commensurate to the growth and success of the organization.		

Organization Description:

Parents for Choice in Education (PCE) is an Alberta-based, non-sectarian, not-for-profit advocacy organization dedicated to informing, equipping and mobilizing citizens toward an excellent, quality-oriented, choice-driven education system which recognizes parental authority.

Learn more: parentchoice.ca

Job Description:

PCE is seeking a driven, dynamic, compassionate individual to lead our team as Executive Director. The successful applicant will be grounded in a strong understanding of the importance of family as the foundation of a free society. This individual will have the skills to courageously confront threats to parental choice in education, to clearly communicate the importance of parents as the primary caregivers and educators of their own children, as well as to inspire others to take action.

ROLE AND RESPONSIBILITIES

The Executive Director is expected to manage, supervise or personally fulfill the following responsibilities:

- Attend to PCE's day-to-day business, administration, and correspondence (printed and electronic);
- Write guest columns for newspapers, magazines and other publications;
- Produce and manage educational and research projects (e.g. papers, studies, reports, seminars, conferences and events);
- Participate in media interviews;
- Present at events, conferences and through webinars;
- Promote PCE through networking with various organizations and individuals;
- Write, create and produce PCE information and resource materials in print and online;
- Fundraise and donor relations;
- Oversee contracts with researchers, consultants, employees and others;
- Communicate regularly with the Board of Directors regarding PCE's growth, financial status, activities, events and such other relevant information as may be requested by the Board;
- Fulfill related duties and tasks as may be assigned to the Executive Director by the Board of Directors.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Exemplary communication skills, both verbal and written.
- Thorough understanding of PCE's advocacy work with a passionate commitment toward the advancement of PCE's mission and principles;
- Courage to clearly confront misinformation that undermines an excellent, quality-oriented, choice-driven education system which recognizes parental authority;
- Self-motivating initiative-taker;
- Excellent organizational skills with ability to manage multiple priorities with strong attention to detail;
- Exemplary planning and time management skills, requiring ability to work well under pressure and deadlines;
- Confident, responsible, professional and dependable;
- Works well both independently and as a team leader;
- Strong interpersonal skills;
- Active interest in public policy development;
- Knowledge of Microsoft Office, including Word, Excel and Powerpoint;
- Familiarity with the following are considered assets: experience with Nationbuilder, website development, Google docs, graphic design;
- Prior experience within the education landscape and/or with public policy advocacy organizations, campaigns, public relations and/or media are assets.

Application Details:

Interested individuals should submit the following documents to the PCE Executive Search Committee at admin@parentchoice.ca prior to June 30, 2020 at 4 PM:

- Cover letter
- Resume
- Three employment and/or character references
- Sample of writing focused on a topic related to education choice (maximum of 800 words)