



**YOUTH EMPLOYMENT OPPORTUNITY
ACTING DIRECTOR
CONTRACT**

OVERVIEW OF JOB

Earth Path is a non-profit organization based in the Ottawa region, dedicated to nourishing relationships with nature. Since 2013 we have offered programs for people of all ages, including nature school programs for children, field walks for adults, and trainings for teachers, aiming to support the growth of healthy, whole communities.

Earth Path is seeking to fill the contract position of Acting Director, while our Executive Director is on sabbatical. The Acting Director will have primary responsibility for: financial management, fundraising, program development, staff hiring and training, volunteer engagement, human resources, and reporting to the board. This position is ideal for an ambitious, experienced youth who wishes to use their skills in leadership, project management, and communications to guide and responsibly manage a high-impact non-profit. We are seeking applicants who are excellent communicators, have great people skills, are both detail-oriented and visionary, and have a passion for the natural world and childhood education.

TASKS AND RESPONSIBILITIES:

The duties of the Acting Director will be as follows:

1. Financial Management

- a. Monitor and plan for the financial health and sustainability of the organization. This includes preparing program budgets and the annual budget (with ED's assistance), tracking expenses and revenue, applying for grants, fundraising, and reporting financials.
- b. Maintain meticulous financial records and assist bookkeeper with monthly/quarterly bookkeeping and yearly audit.
- c. Process payroll (of approx. 3-7 staff) and pay invoices.
- d. Manage grant contracts and deliverables, including a PR event for our cabin project.

2. Program Management & Risk Management

- a. Plan logistics of recurring programs and develop new programs (timing, budget, staffing). Oversee enrollment/budgets for programs, including camps, nature school programs, and the occasional field walk, special event (Open House) and field days for schools. We use Amilia tracking software.
- b. Meet weekly with program staff. Troubleshoot issues as needed.
- c. Monitor program quality and check that best practices are being followed.
- d. Follow-up with parents/relevant staff/Just Food when incidents occur.
- e. Program documentation and evaluation: ensure collection of legal forms/waivers/surveys by staff, discuss findings with staff, adapt policies/protocols accordingly.
- f. Work with Board to ensure regulatory compliance, insurance coverage, and staff training manual are up-to-date.
- g. Outdoor option: be a nature mentor in 1 weekly program per session if program enrollment and your time allow. This is your opportunity to get outdoors in a mentoring role.

3. Human Resources

- a. Recruit, hire and train new staff and volunteers. Do staff check-ins and evaluations.
- b. Support staff in realizing their professional goals by delegating tasks and offering PD options.

4. Communications & Outreach

- a. Manage communications with partners, funders, the Board, job applicants, and staff.
- b. Periodically deliver presentations to funders and the community (e.g. 3 done in 2019).

c. Update mailing list and send quarterly newsletter.

5. Board Engagement

a. Attend quarterly board meetings to present financial updates and program updates, share successes, and report incidents.

6. Eagle Eye View

a. Keep an eagle's view of the health of the organization as a whole- its present status, the success with which it is achieving its mission, its role in the community, its financial and programmatic sustainability, and exciting new opportunities to pursue.

***Note: The Executive Director will be available on a part-time occasional basis** for assistance/guidance if needed, such as for audit prep and main grant applications.

PREFERRED QUALIFICATIONS/SKILLS

- Minimum undergraduate degree or college diploma, preferably in one of the following fields: education, environmental science/studies, biology, business, non-profit management, communications
- Experience with financial management, including preparing budgets, financial tracking, and the basics of bookkeeping
- Experience managing staff and working in a collaborative team environment
- Excellent social-emotional skills and communication skills, verbal and written
- Detail oriented, well organized, and skilled in managing many projects at once while meeting deadlines
- Positive in outlook, creative problem-solver, resilient/adaptable when faced with challenges, and good community builder
- Proficiency in French is an asset

CONTRACT TERM AND LOCATION

Start Date: June 1, 2020

Duration: 6 months (to November 30), with possible extension to February 28, 2021, funding permitting. Note that there is a 3-month probationary period from June 1 – August 31, 2020.

Pay Rate: \$23/hr, or commensurate with experience and available funding

Work Location: Office at 2391 Pepin Court, Ottawa, with some flexibility to work from home.

Hours: Minimum 24 hrs/week, up to 40 hrs/week, funding permitting. Work schedule is somewhat flexible, although is generally Monday-Friday. Occasionally a few hours on the weekend are required (e.g. special events).

ELIGIBILITY CRITERIA

The successful applicant must be an individual who:

- is a Canadian citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act*; and
- is a resident of Ontario and legally entitled to work according to the relevant Ontario legislation and regulations.

The applicant is preferably between the ages of 15 and 30 (inclusive) at the start of employment. This position may be partly funded through the Government of Canada's Youth Employment & Skills Strategy.

Earth Path welcomes diversity in the workplace and encourages applications from all qualified individuals including, but not limited to: visible minorities; Indigenous peoples; persons with disabilities; and persons of marginalized sexual orientations, gender identities and gender expressions.

TO APPLY: If interested in joining our team, please send your cover letter and resume to Bryarly McEachern at jobs@EarthPath.ca **before the deadline of May 12, 5:00 pm EDT**. Contact us at 613-858-8822 if you have questions. We thank all those who apply. Only those selected for further consideration will be contacted.