



Inspiration. Empowerment. Action.

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## Job Posting Associate Executive Director

Roots' Community Services Inc. (RootsCS) is a charitable, multi-service organization serving primarily the Region of Peel's Black, African and Caribbean communities. We are committed to strengthening and enhancing the quality of life of families and individuals, by providing culturally-sensitive, relevant and responsive programs, services and support.

### **The Position**

Reporting to the Executive Director, the Associate Executive Director is responsible for building a strong team, fostering a dynamic organizational culture and strengthening our programs and impact in our community. The Associate Executive Director will embody and lead RootsCS in the execution of its mission and vision, while upholding the organization's values.

As a member of the senior leadership team the Associate Executive Director is a key liaison between programs, operations and development. This new position interacts with all internal departments, leading all program-focused activities, and provides vision and strategy around future organizational needs, while strengthening staff capacity and organizational culture.

**Term of work:** Full-time position  
**Hours of work:** 35 hours a week  
**Compensation:** \$86,000 to \$91,000 annually plus benefits

### **Major Responsibilities & Duties:**

The Associate Executive Director assumes the following responsibilities under the direction of the Executive Director and in collaboration with other members of the management team and staff.

### **Vision & Strategy**

*Inspiring Leadership:* Provide effective and thoughtful leadership by building strong relationships with stakeholders at all levels of the organization including youth, families, community partners, volunteers and the Board while continually reinforcing RootsCS' mission, vision and values.

*Strategic Vision:* Provide vision and motivation, assisting in the implementation of the strategic plan. Provide strategy and assist with budgeting for future programming, staffing, training, space, infrastructure and system needs that will help the organization more effectively carry out its mission with a focus on continual quality improvement.

### **Staff Development**

*Staff Growth:* Oversee the human resources team with regards to recruitment, selection, hiring on-boarding and training for the organization.

*Professional Development:* Foster a working environment that is learning and growing together. Work with the Manager, HR & Operations, to provide training and staff development opportunities for staff, building a supportive environment and enhancing the staff's professional capabilities through training and coaching.

*Staff Performance Evaluation:* In collaboration with the Manager, HR & Operations, conduct regular staff evaluations, strengthening the current structure and process, ensuring a smooth, intentional and proactive evaluation process. Oversee the process of conflict resolution within the organization as needed to build a cohesive, relationship-driven work environment.

### **Program Oversight**

*Program Operations, Impact and Evaluation:* Work with the management team to strengthen programs and services as well as policies, procedures and processes that impact service delivery. Through effective communication and strategic planning, create clear goals and objectives to ensure programs are meeting the needs of the communities we serve. Work with program staff to evaluate programs based on evaluation plans, developing new methods while strengthening current process.

*Policies & Practice:* Assist in developing new policies and maintaining existing policies that reinforce RootsCS' values, promote professional well-being, staff retention, and long-term staff sustainability.

*Finance & Budgeting:* Work with management team to ensure that budgets are clear, accountable and balanced. Assist with fundraising activities and relationship-building as needed.

### **Other Responsibilities**

- Remain informed of best practices with regard to administration, programs, organization culture and capacity building.
- Remain informed of requirements imposed by grantors and other funding sources.
- Attend internal and external meetings as required.
- Maintain strong relationships with external collaborating partners, board and staff.
- Attend staff and other meetings and commitments as required.
- Perform other tasks as assigned.

### **Qualifications & Requirements:**

To perform this new and critical position successfully, the Associate Executive Director must be able to fulfill all of the elements of the job description to the highest standard, and be able to work well with colleagues in a high energy and collaborative work environment.

- A university degree in Social Sciences, Business or other related discipline
- A minimum of 5 years' experience within the not-for profit/social services sector in a senior management and leadership position.
- Demonstrated management and leadership skills with the ability to effectively lead teams towards outstanding outcomes using a collaborative and participative approach.
- Proven track record of effectively managing in a direct service organization with a complex array of programs and the ability to leverage staff strengths across program areas.
- Exceptional leadership, relationship management, facilitation, negotiation and problem-solving experience within a team-based environment and substantial experience supervising staff.
- Highly skilled in program planning and project management with demonstrated results in business planning, budgeting and resource allocation.
- Demonstrated ability to be an analytic and decisive decision maker with the ability to prioritize and communicate to staff key objectives and tactics necessary to achieve organizational goals.
- In-depth knowledge of the issues, legislation and regulations affecting program delivery for a range of

client demographics.

- Aptitude for working effectively and sensitively with people from diverse cultural backgrounds.
- Deep understanding of the specialized needs of Black communities who may be experiencing challenges related to anti-Black racism and systemic discrimination
- Knowledge of and sensitivity to the lived experiences and diverse needs, identities and backgrounds of Black populations.
- Knowledge of the Black, African and Caribbean communities including an understanding of cultural and local programs and services to which to refer clients
- Understanding of Anti-Oppression and Anti-Racism framework and ability to integrate it into leadership style
- Exceptional written, oral and presentation skills with the ability to effectively interface with senior management, organization's Board of Directors, staff and external stakeholders.
- Fluency in French language is a major asset
- Strong computer skills in Google Workspace, Microsoft 365 and database systems
- A recent clean Vulnerable Sector Criminal Record
- Valid driver's license, access to a reliable vehicle and relevant insurance
- Ability to work flexible hours

All employees are expected to contribute to ongoing growth and improvement in their departments via excellent job performance and proactive communication. Each employee and department is integral to RootsCS mission.

Please forward your application with a cover letter on or before **December 3, 2021**, by email to [careers@rootscs.org](mailto:careers@rootscs.org) with **Associate Executive Director Application** in the subject line.

We thank everyone for their interest in this position; however, only those candidates selected for an interview will be contacted.