



ABOUT YES

Founded in 1995, YES (Youth Employment Services Foundation), is a non-profit community-based organization dedicated to enriching the community by providing English-language support services to help Quebecers find employment and start and grow businesses. Find out more about PERT [here](#).

YES is carrying out a mandate to incubate the Provincial Employment Round Table (PERT). PERT will be a new, independent non-profit organization focusing on the employability issues affecting the English-speaking communities and engaging all levels of policy-makers with a view to educate, influence, partner with and ensure adequate resources for the employability actors in our communities. On behalf of PERT's steering committee, we are putting in place the process for hiring the Executive Director. The Executive Director will start their mandate in October 2020. This will be a permanent full-time position.

Position Summary:

The Executive Director, reporting to the Board of PERT, will be responsible for the general supervision, direction, and management of the organization's operations.

Responsibilities will include:

- Ensuring the organization's activities are compliant and in furtherance of its mission
- Leading, managing, and developing the organization's employees, volunteers, and organizational culture while being committed to developing talent in members of the team.
- Developing, implementing, monitoring, and assessing the organization's programs (including their impact), sound and compliant financial management practices (including budgeting) and fundraising practices
- Developing, informing, and supporting the board and the board committees to carry out their governance functions

We are looking for candidates with the following interests, skills, and experience:

- Passionate about what you do, inspiring to others and exhibiting curiosity in the adventure before you
- Fully engaged, loving the pressure and thriving amongst all the action
- Knowing how to finish the job, get the best out of staff and motivate volunteers
- A degree in Public Administration or equivalent university degree and experience
- An organized individual with experience in managing a non-profit organization
- Strong government relations and public policy experience, knowledge of Quebec employability landscape
- Experience in employment and employability programming
- Knowledge of Official Language Minority Community landscape and experience working with the Quebec English-speaking community
- Strong communications skills, both written and oral; bilingual (English and French)
- Understanding of the roles of different stakeholders, and a strong ability to network and navigate a range of circles, including government relations, business community, not-for-profits and education sector
- Analytical and financial abilities, understanding of budgets and funding grants

HOW TO APPLY:

Please apply [here](#) by **September 15, 2020**.

The position is open to both internal & external candidates
YES & PERT are committed to equal opportunity employment.

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