

Society for Support to Pregnant and Parenting Teens

Invites applications for:

EXECUTIVE DIRECTOR

The Pregnant and Parenting Teen Program (PPTP) is a non-profit organization/registered charity that works with adolescents and their families to assist them in reaching their personal, educational, and developmental goals that they have for themselves and their families. The program focusses on three primary domains to support family's wellbeing: Preventive Support Programs, Public Education and Volunteerism.

The Executive Director is responsible for the successful leadership and management of the organization according to the strategic direction set by the Board of Directors to fulfill the mandate of PPTP. The Executive Director manages a staff of eight including Family Support Workers, Child Care Providers and Support Staff.

An ideal candidate will:

- Monitor operations, manage service delivery, and oversee projects, making regular status reports to the Board of Directors and community stakeholders
- Manage and administer the funds of the agency as per the approved budget
- Provide effective human resource leadership, coaching and direction to staff members
- Develop successful proposals, fundraising plans, sponsorships, while maintaining and building donor relationships
- Communicate with stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organization
- Complete other duties and assignments as requested by the Board of Directors

Qualifications:

Preference will be given to a candidate with a degree in business administration, human services or social work field, supplemented by several years of paid or volunteer experience working with adolescents, program management and administration.

We offer:

A competitive salary and benefits package is available depending on the candidate's qualifications and experience. This full-time position will have hours that may vary depending on events and projects.

Any questions regarding the position or the organization can be done via email at pptpboard@gmail.com

Applicants are required to apply by sending your resume with cover letter to pptpboard@gmail.com prior to February 24.

Please be advised that a current criminal record check and child welfare check MUST be presented as a condition of employment.

We, as an employer, reserve the right to check internal and external references prior to interviews.

We appreciate and thank you for your application; however, we contact only those candidates who are selected for an interview.