

**Position:** Assistant Director (FTE) permanent position

**Reports to:** ARCQE Executive Director

**Employment timeline:** Position to commensurate with availability of a suitable candidate

### **Roles & Responsibilities**

The position of Assistant Director is a newly created role with the Alberta Resource Centre for Quality Enhancement (ARCQE) organization intended to support oversight and management of day-to-day operations and to support organizational succession planning. As the Assistant there is an expectation of being able to manage work both in and/or out of the provincial office as required in supporting provincial initiatives and workload. The A.D. should strive to maintain regular communication with the Executive Director, and staff of the ARCQE provincial office on a daily basis as necessary to support evolving priorities and annual work plan of the overall agency.

### **Summary**

The primary role and responsibilities of the Assistant Director is to become acquainted with and work closely with the Executive Director in supporting all areas of operational oversight and long-term planning for the organization. Responsibilities may include but not be limited to all aspects of the following:

### **Key Responsibilities**

#### Administration

- Working with and assisting in the supervision of ARCQE office staff, and provincial contract members.
- Supporting development and procurement of all contracts, grants and proposals (RFP) to maintain organizational viability to both government and public funders
- Negotiating contracts, deliverables and/or agency services as requests or funding opportunities arise.
- Assisting with the implementation of the organization's annual work plan and organizational service priorities and communication of new initiatives annually to meet expanding support needs for the sector.
- Supporting all monthly and/or quarterly reporting for the ARCQE Board, ministry members or funding bodies as needed and as appropriate the completion of project reviews and service evaluations.
- Assisting all Project Coordinators in the development of and administration and tracking of all Project budgets and deliverables.
- Assisting with completion and filing of all legal documents for the agency as directed (i.e. Society Returns, Non Profit Organization submissions, Evidence of insurability to meet contract requirements etc...) and all other corporate filing documents as required to maintain organizational viability
- Supporting and/or attending the agency's Annual General Meeting with the Executive Director and ARCQE Board.

### **Public Engagement**

- Representing the agency on various provincial, regional and community meeting groups and/or committees.
- Attending and/or supporting meetings with ministry/funder representatives as appropriate or required.
- Keep abreast of all federal, provincial and municipal legislation and/or developments, laws and policies that may affect or impact the core operations of the organization (i.e. implications of National Child Care).

## Requirements

- Must possess a degree or equivalent in Early Learning Education.
- Must hold a Level 3 Certification in Alberta
- A minimum of five (5) years' experience post diploma/degree working in Early Learning.
- Strong administrative and pedagogical leadership knowledge of the Early Learning & Care service sector; in particular of the Alberta Child Care Licensing Act, and provincial priorities (i.e. Flight Framework, developmental screening).
- Ability to work as a member of a multidisciplinary team.
- Demonstrated interpersonal skills that promote mutually beneficial, respectful and professional relationships.
- Ability to write analytical reports to various audiences.
- Effective communication skills with all levels of an organization.
- Ability to adapt to and learn new software (i.e. Power points, E-Learning platforms, Excel, Database systems, Virtual Meeting platforms, Knowledge of online Professional Development and/or Conference programs).
- Able to work efficiently as a part of a team as well as independently.
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts.
- Superior organizational, time management and prioritizing skills.
- Ability to interpret and implement organizational policies and procedures.
- Attention to detail in all areas of work.
- Knowledge and/or proficiency with budgeting and financial tracking.
- Understanding and ability to support developmental evaluation and support responsive planning and solutions.

## Work Conditions

- Able to support an evolving work schedule and time sensitive timelines & initiatives that may involve possible evenings, weekends and occasional overtime.
- Available to work primarily within the ARCQE provincial office setting (Edmonton) but also adaptable to travel and working remote from various locations around the province as work dictates.
- Capable of supporting effective communication and engagement with members of the ARCQE team, board and/or clients both in person and/or via electronic forms of connection.

*\*\*It should be noted that ARCQE employees' job descriptions are subject to change as government priorities and/or contract/grants awarded evolve. These are typically identified annually as grants/contracts renew but may occur during the year as well. As these become known it is expected that all ARCQE staff work to accommodate changes as they relate to given areas of responsibility.\**

## To Apply

- All interested applicants should forward resumes along with a detailed letter of expressed interest in confidence to ARCQE's Executive Director at [corinef@arcqe.ca](mailto:corinef@arcqe.ca) by May 23<sup>rd</sup>, 2022.
- Only applicants identified for consideration will be contacted for interviews and should be prepared at that time to provide 3 supporting professional references.
- Information pertaining to salary and organizational benefits to be reviewed as part of the interview process.
- Employment timelines to be coordinated as soon as possible following the interview/selection process.