



Chinese Canadian National Council

TORONTO CHAPTER

全加華人協進會(平權會)多倫多分會

Executive Director – Chinese Canadian National Council Toronto Chapter

Job title: Executive Director

Work Type: Permanent Full Time

Closing Date: March 26, 2021

Salary Range: \$55,000 - \$70,000

The Chinese Canadian National Council Toronto Chapter (“CCNCTO”) is an organization of Chinese Canadians in the Greater Toronto Area that promotes equity, social justice and inclusive civic participation by conducting activities in the areas of public education, systemic advocacy, community development and coalition building. We are currently seeking an Executive Director to work closely with the Board of Directors to promote equity and human rights for the Chinese Canadian community in the Greater Toronto Area.

The Executive Director will be responsible for establishing and executing the mandate and objectives of CCNCTO. Reporting to the Board of Directors, the Executive Director will provide leadership, direction and guidance toward achievement of CCNCTO’s mandate, program and activities.

Duties and Responsibilities:

- Liaise with the media, government officials, funding bodies and community organizations within the Greater Toronto Area; acts as a spokesperson for the organization
- Oversee day-to-day operations of the CCNCTO office including all programs and activities
- Recruit, train and provide supervision and evaluation to project staff, volunteers and placement students
- Monitor receipts and expenditures; ensure the accuracy, integrity, and timeliness of all financial accounting and reporting
- Coordinate advocacy actions including the development of policy statements, briefs, press releases on issues relevant to the Chinese Canadian community, ensure that proactive positions are taken
- Ensure that adequate resources and funding are available to allow the organization to carry out its work
- Prepare funding applications, research proposals, program reports, and develop partnerships that build our capacity
- Manage and share relevant information to CCNCTO’s social media platforms, including website, Facebook, Instagram, Twitter, and WeChat
- Work with the Board of Directors to develop and implement policies, guidelines and strategic priorities
- Comply with organization’s financial policies and approved practices, i.e., receipts and expenditures; ensures the accuracy, integrity, and timeliness of all financial accounting and reporting
- Work closely with the Board of Directors in fundraising efforts

- Build community engagement capacity, maintain established partnerships and activity in the local community

Qualifications:

- Minimum 2 years community experience on anti-oppression and social justice advocacy
- Keen interest in storytelling, Chinese Canadian history and its current community work
- In-depth knowledge of policies and issues affecting immigrants and visible minorities, and history of the CCNCTO
- Understanding of not-for profits or small grassroots organizations and experience working with Boards of Directors and volunteers
- Proven experience in grant writing and budget management
- Well-developed supervisory, administrative and organizational skills
- Excellent communication and interpersonal skills. Demonstrated ability to communicate effectively with the Board of Directors, volunteers, representatives of government agencies, other organizations and community stakeholders
- Excellent verbal and written communication skills in English
- Working knowledge in Chinese (Mandarin and/or Cantonese) is preferable
- Excellent multi-tasking and multiple-project management abilities
- Strong computer skills including knowledge of Microsoft Office Suite and Internet applications
- Understanding how to use social media effectively is an asset

Place of Work: Scarborough office location. Flexibility to work from home but must be able to travel within the Greater Toronto Area to attend meetings and events as needed.

Please visit our website at www.ccnctontario.ca for more information about the organization.

CCNCTO is an equal opportunity employer. We encourage applications from visible minority groups, Indigenous people, women, people with disabilities, and all other equity-seeking groups. Interested applicants are invited to submit a cover letter and resume at board@ccnctontario.ca no later than March 26, 2021. We thank all the applicants but will acknowledge only those invited to an interview.