



Executive Director

The Executive Director oversees all administrative and programming functions for the organization. This includes identifying and allocating funding, seeking opportunities for organizational growth, reviewing and updating policies and operational manuals/resources, liaising with partners, providing oversight to other staff and volunteers, and delivering programming to members.

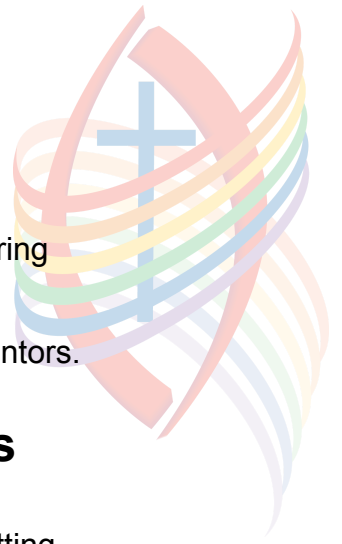
+ Essential Job Functions

Leadership:

- Review and update the organization's strategic and business plans.
- Policy review and development.
- Outreach to other organizations and faith groups.
- Outreach and partnership with other United Church of Canada affinity groups.
- Outreach and partnership with other third-party organizations that are advocating for 2SLGBTQIA+ in society.
- Identify and apply for funding.
- Help to develop and follow the organization's budget.
- Supporting other staff, volunteers, and council members in their work.
- Development of monthly reports to Council.
- Helping to plan and execute Affirm United/S'affirmer Ensemble's Annual Training Forum and AGM.
- Attending staff and council meetings.

Programming:

- Identify and develop new programming, based on the needs of the membership.
- Provide ongoing support to Communities in Faith engaged in the Affirming Ministries program.
- Coordinating celebrations once communities of faith complete the process and vote in favour of becoming an Affirming Ministry. This includes providing a certificate, arranging for a presenter, and ensuring the celebration is scheduled.
- Maintaining accurate and up-to-date records for ministries in process and those already affirming.
- Connecting communities of faith with affirming mentors in their area.
- Hosting monthly Coffee Hours on zoom.



- Coordinating regular trainings and engagement opportunities.
- Supporting communities that have become affirming through answering questions and providing resources.
- Recruiting, training, and providing oversight to regional Affirming Mentors.

+ Education, Experience, and Desired Qualities

- Experience and comfort working in a queer affirming, faith based setting.
- Experience in the nonprofit sector.
- Experience in fund development.
- Experience and/or comfort doing interfaith work.
- Deep knowledge of 2SLGBTQIA issues, particularly as it pertains to religiously motivated hatred.
- Knowledge and experience using the Google Suite, Zoom, and other tech tools.
- Flexible, adaptable and able to adjust workflow based on organizational requirements.
- A commitment to inclusive, intersectional, and anti-oppressive justice-seeking work.
- Highly organized and able to work independently.
- Experience with the Affirming Ministry program would be an asset.

+ Compensation and Hours

- \$35 per hour for an average of 25 hours each week.
- Access to an extended benefits and pension plan.
- Annual professional development opportunities.
- Two weeks paid vacation annually.



+ Working Conditions

Working Conditions Details

Hours of work Flexible, with an average of 25 hours per week.

Work environment This is a remote role, and the successful candidate will need to provide their own workspace and tools, including a computer and access to reliable internet. AU/SE will provide access to a range of online tools, including the Google Suite and a Zoom account.

Travel requirements Travel to the Annual Training Forum is required, with costs covered by Affirm United/S'affirmer Ensemble. Other travel may be required.

+ Application Information

Please send your resumé and cover letter to executivedirector@ause.ca by July 12th, 2024. While we appreciate the interest in the position, only those shortlisted for an interview will be contacted.

Affirm United/S'affirmer Ensemble encourages applications from those who have been historically marginalized on the basis of gender expression or identity, sexuality, race, culture, age, ability, and other intersecting identities. Applicants may chose to disclose their identities in the application, but are not required to, and any information shared will remain confidential to the hiring committee.

