



JOB POSTING

EXECUTIVE DIRECTOR INTERNAL AND EXTERNAL POSTING

Action-Logement / Action Housing is soliciting candidacies for the position of Executive Director. The Executive Director will be responsible for the delivery of client services and the proper functioning of the organisation, guiding it to achieve its mission and objectives.

CONTEXT

Founded in 1989, **Action-Logement / Action Housing** is a registered charity providing assistance to low-income individuals and families needing help to obtain or maintain safe, healthy, affordable and adequate housing. Action-Logement / Action Housing plays a leadership role in the community, working with different levels of government and with partner organisations to defend tenants' rights and respond to the housing needs of the diverse communities and neighbourhoods of Ottawa.

MAIN RESPONSIBILITIES

- Responsible for client services (approximately 2,400 households served per year);
- Leadership and development of staff and volunteers (approximately 20 people);
- Financial management (ensure funding, prepare budgets, accounting and reporting);
- Administrative management (responsible for internal structure and sound operation of the organisation);
- Public relations activities (participation in a dozen external committees, networks and work groups) and media relations;
- Lobbying all levels of governments on matters relating to housing and the mission of Action Housing;
- Develop and manage research projects and pilot projects;
- Work in collaboration with, and provide support to the Board of Directors.

QUALIFICATIONS AND SKILL PROFILE

Candidates with the following profile are encouraged to apply:

- Three years' experience working with a community organisation serving the public;
- Program management experience including experience supervising employees;
- Financial management experience, developing funding applications, managing operational budget, supervising the collection of statistics and producing analyses;
- Experience with program planning, delivery and evaluation;
- Knowledge of housing issues and community services in Ontario;
- Excellent oral and written ability in French and English.

REMUNERATION AND WORK CONDITIONS

- Remuneration: 75000-86000\$, medical/dental collective insurance plan, employer contributions to RRSP
- Start date: **As soon as possible**
- Full-time permanent position.
- 35 hour work week, Monday to Friday. On occasion, evening and weekend work
- Office hours: 8:30 to 12:00, 1:00 to 16:30 (Temporary pandemic office hours: 8:30 to 12:00, 12:30 to 4:00)
- Francophone work environment

The Executive Director's office is at Action-Logement / Action Housing's main office in Ottawa at 150 Montreal Road, Suite 305. After the pandemic, this position will require frequent travel within the city to meet with partner agencies.

Action-Logement / Action Housing offers services in six satellite locations located in Community Health and Resource Centers across the city.

If this employment opportunity, in a community organisation that has a direct impact in the lives of its clients and the wellbeing of its community interests you, please send your resume, and a letter explaining your interest and your qualifications by email to **emploi@action-logement.ca** before **Friday, March 4th, at 5:00pm**.

Action-Logement / Action Housing supports employment equity and diversity.

Action-Logement / Action Housing thanks all candidates for their interest. Only the candidacies that are invited to an interview will be contacted. All candidacies will be treated confidentially.

For more information about Action-Logement / Action Housing, please visit our website at www.action-logement.ca.