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## **BC Centre for Women in the Trades – Executive Director**

The executive director is the key management leader of the BC Centre for the Women in the Trades (BCCWITT). Reporting to the President of the BC Federation of Labour (BCFED) and the BCCWITT Governance Committee, the Executive Director is responsible for overseeing the aspects of the Centre and its operations.

The Executive Director not only understands the current landscape for women in the trades and other under-represented sectors, but has proven experience developing a strategic plan, applying for funding and implementing the plan.

The Executive Director has an academic background and/or significant experience in career development and employment services and has the vision and skills needed to spearhead change and expanding on the existing successes of the Centre.

Established relationships with stakeholders in the women in trades community, organized labour, industry, service providers, government and related Crown Corporations is essential.

### **General Responsibilities:**

#### **1. Governance**

- Report to and work closely with the BCCWITT Governance Committee to seek their involvement in policy decisions, financial matters and the strategic direction of the Centre.
- Report to the BCFED President and/or Secretary Treasurer regarding operations of the Centre.
- Liaise with BCFED Officers and key stakeholders, including tradeswomen, government, the Industry Training Authority, BC Infrastructure Benefits, project partners, industry, labour and other stakeholders or funders.

#### **2. Mission and strategy**

Develops and oversees implementation of a workplan that ensures that the Centre's mission, objectives and goals are fulfilled. Key responsibilities include:

- Engage in strategic planning, in consultation with tradeswomen, project partners and staff, to ensure that the Centre can successfully fulfill its mission into the future.

- Ensure strong relationships with various organizations and stakeholders and utilize those relationships to strategically enhance the Centre’s success and sustainability.
- Oversee implementation of the Centre’s communications and marketing strategies.
- Facilitate the development and advocacy of public policy or other strategies to support women in the trades or other under-represented sectors.

### **3. Financial performance and viability**

Ensures the financial health of the organization. Key responsibilities include:

- Fiscal integrity of the Centre, including budget development and ensuring accuracy of financial statements.
- Fiscal management, operating within the approved budget, ensuring maximum resource utilization, and maintenance of the organization in a positive financial position.
- Funding proposals and oversight and reporting of the same.

### **4. Operations**

Ensures that BCCWITT operations are efficient and effective in meeting the needs of tradeswomen in BC through planning, organizing and overseeing the delivery of project programs and services. Key responsibilities include:

- Build, lead, and supervise an effective team to fulfill the Centre’s objectives; maintain a strong culture and work climate that attracts and retains staff and drives the BCCWITT mission.
- Oversee development and delivery of services—including programs, courses, material and other resources—ensuring quality control and assurance, as well as consistency with the Centre’s objectives.
- Lead a strong program in career development and employment services.
- Administer the Centre’s daily operations, including managing staff and overseeing scheduling and deployment of resources.
- Oversee implementation and compliance with all contract and workplan deliverables.
- Human resources and labour relations in conjunction with the BCFED operations manager for all Centre staff, including staff development and evaluation.
- Develop and oversee implementation of an effective customer relationship management system.
- Develop and oversee implementation of a program and service delivery evaluation strategy.

The application deadline is **Thursday, March 11, 2021**. Resume and cover letter to be sent to Human Resources at [humanresources@bcfed.ca](mailto:humanresources@bcfed.ca).