



JOB OPENING – EXECUTIVE DIRECTOR

The Elizabeth Fry Society of Peterborough invites applications for the position of Executive Director.

The Elizabeth Fry Society of Peterborough is a small, progressive organization that works with women who are in conflict with the law or in custody. We work primarily with women in Peterborough City and County and with women incarcerated in the Central East Correctional Centre in Lindsay.

In addition to common responsibilities involved with charitable community service organizations, the successful candidate will have a strong knowledge of and commitment to restorative justice and anti-oppression practice.

This position is currently at 21 hours per week with good potential to grow to full or near full-time. The salary is based on \$25/hour to be reviewed annually.

Applications must be received by 5 p.m., Thursday, November 10. Please forward by e-mail only to the Hiring Committee at

edhiringcommittee@efryptbo.org .

The job description can be found on our web-site at www.efryptbo.org.

We thank all expressions of interest but are only able to contact applicants selected for interviews.





Title: Executive Director

Accountability: The position is directly accountable to the Board of Directors.

Purpose:

The Executive Director is responsible for the effective operation of the agency within the by-laws and the policies, priorities and budget approved by the Board.

Responsibilities:

- Lead a small organization whose purpose it is to advocate and provide services for women who are in conflict with the law or in custody.
- Ensure adequate resources by preparing funding proposals and reports for agency programs and projects.
- Support the Board of Directors by ensuring regular program and financial reports are available; drafting and monitoring budgets; participating in the development, implementation and renewal of long-term plans; and maintaining charitable and corporate status.
- Manage staff in accordance with the personnel policies and support them to be successful in a safe, positive and collegial workplace.
- Ensure all programs and services adhere to terms of service and service contracts.
- Represent and advocate for the needs of clients within the service system, local community and with government ministries.
- Ensure the maintenance of insurance, facilities, equipment, furnishings

Qualifications:

- Undergraduate degree in social services, management, law or equivalent in life experience.
- Five years extensive administrative or managerial experience involving budgeting, contracting, personnel supervision, policy development and resource development.
- Demonstrated knowledge of and experience working with women in the criminal justice and correctional systems.
- Commitment to restorative justice and anti-oppression practice.
- Effective communication – oral and written - and organizational skills.
- Ability to develop and implement creative strategies.
- Computer literacy.

Working Conditions:

- Office based. Some travel required to community meetings. Some evening and weekend work.

Salary: Pay and working conditions are subject to yearly discussion and agreement between the Board and the Executive Director.

Approved by EFS Board – Oct 20, 2011