



Executive Director

Mount Waddington Family Literacy Society is seeking an *Executive Director*.

The Executive Director is responsible for supervising all projects and employees of the Mount Waddington Family Literacy Society, and for working collaboratively with the Board of Directors, staff, volunteers, and contractors to fulfill the organization's mission: to seek out and support a full range of learning projects and programs identified by communities in the Mount Waddington/North Vancouver Island region.

This position is based in a home office, with some travel to program sites and regional meetings. Average of 10 hours/week; \$40.00 per hour.

**There may be an opportunity for additional weekly hours for a candidate who has bookkeeping and payroll experience.*

Application Deadline: January 12, 2026 (or until filled)

Qualifications

- 2-5 years previous experience working in a social service, non-profit setting as an ED, Program Coordinator, and/or Office Manager.
- Post-secondary degree or diploma.
- Experience writing grant applications and pursuing funding opportunities.
- Experience in researching, managing, and evaluating programs.
- Maintain statistical data and produce reports as necessary.
- Manage the day-to-day business of the society.
- Supervise and manage all employees of the MWFLS.
- Create and monitor financial ledgers. Liaison with bookkeeper.
- Complete yearly reports to BC Societies Act and Canada Revenue Agency.
- Ensure all programs have appropriate training and insurance.
- Train new staff and coordinate Pro-D opportunities.
- Manage flexible work hours.
- Develop specific procedures as necessary (financial, activity waiver forms).
- Prepare and present reports at Board of Directors' meetings.
- Experience in presenting to the public.
- Knowledge of programs including Gmail, Google drive, Microsoft Office programs, Zoom and other video meetings/chat apps, WordPress, social media, etc.
- Ability to be self-motivated, work independently, be organized, meet deadlines and multitask.

Benefits:

- Two weeks annual holiday
- Negotiate other benefits agreeable to Society and Candidate

Please send your cover letter and resume with 3 professional references to ed@mwfamilyliteracy.org