



## **EXECUTIVE DIRECTOR – ASSINIBOINE COMMUNITY COLLEGE STUDENTS’ ASSOCIATION**

**THE POSITION:** The Executive Director is the senior-most staff member of the ACCSA, responsible for being a positive representative of the organization, continuously advocating for the success of students through policy, advocacy and positive relations within the college community while working with all members of the organization to achieve the organization’s mission and strategic mission.

Among the most important responsibilities as an SA staff member, is to exemplify the SA spirit and encourage all students to get involved and take advantage of the services and opportunities provided.

### **WHAT YOU WILL DO:**

- Work with the SAC to ensure strategic planning takes place each year, to continue to achieve the mission and vision of the organization.
- Abide by the ACCSA Bylaws and all other governing documentation and provide recommendations on updates as required.
- Ensure adequate staffing and resources are allocated for the delivery of the ACCSA’s service portfolios, including Advocacy Services, Clubs Program, Health & Dental Plan, etc.
- Provides mentorship to staff, while supporting overall portfolios & platforms to ensure objectives and goals are met.
- Attend the Students’ Association Council (SAC) meetings and ensure meeting minutes are adequately recorded.
- Partner with community stakeholders as need to ensure the effective delivery of programs and services for the students of Assiniboine Community College.
- Hire, train, schedule, supervise, evaluate, and discipline all staff in a manner consistent with the mission, policies, and procedures of the ACCSA, as well as with related legislation and employment standards.
- Oversees the implementation of all human resources policies, procedures, and practices.
- In conjunction with the SAC and its procedures, prepare an annual fiscal budget for the ACCSA.
- Ensure bank and credit card reconciliations are completed in a timely and transparent manner.
- Create regular financial reports for the SAC in an accessible manner.
- Forge and maintain strong relations of trust with shareholders, partners, and external authorities.



- Act as the public speaker and public relations representative of the company in ways that strengthen its profile.

### **ABOUT ACCSA**

The Assiniboine Students' Association is a not-for-profit organization, separate from the Assiniboine Community College, which is built on the foundation of community and strengthened through our relationships with students, staff, and partners at Assiniboine. We believe that diversity makes our community stronger and that together, anything is possible. We believe students deserve the opportunity to learn, share and grow with one another and discover who they are and who they want to be in a supportive environment.

### **WHAT YOU WILL NEED:**

- A diploma or degree in a related discipline or a combination of education and experience.
- Leadership and supervisory experience with proven ability to positively lead in an supportive environment.
- Strong technical skills, and an aptitude to learn more efficient ways to accomplish tasks.
- A strong understanding of legal and fiduciary responsibility within a non-profit organization.
- Experience working with a diverse board of directors. Previous experience within a student association is considered an asset.
- Ability to train and mentor staff members on a wide variety of subject areas.
- Proficient in Microsoft Office, including Word, Excel, PowerPoint, and Outlook.
- Proven managerial skills with the ability to manage a diverse portfolio of service and business centers.
- Financial experience related to bank and credit card reconciliation, and long-term fiscal budgeting.
- Previous experience with QuickBooks Online and bookkeeping principles an asset.

### **APPLY TODAY!**

To apply for this opportunity, please send your cover letter and resume to [apply@westcanhr.com](mailto:apply@westcanhr.com). For more information about this position, or for a detailed job description, call our office at 204-727-0008.

Only the applicants who are selected for further consideration will be contacted. We thank all jobseekers for their interest and potential application.



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