



# JOB POSTING

The Lennoxville Youth Center is seeking a motivated and passionate individual to fill the vacant Executive Director position. The position requires an individual who has a strong background in administration and leadership and is interested in working with youth (ages 12 to 17) and the greater community. Before submitting an application, we ask that prospective candidates review the specific requirements and demands of the position.

The Lennoxville Youth Center is an association of young people and adults who have given themselves the mission to provide a structured meeting place where adolescents between the ages of 12 and 17 can have meaningful contact with adults and work towards becoming citizens who are critical, active and responsible.

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<b>Position:</b>	<b>Executive Director</b>	<b>Positions to Fill:</b>	<b>1</b>	<b>Start Date:</b>	<b>September 18<sup>th</sup>, 2017</b>
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## Position Responsibilities

### Finance

- Oversee the operating budget of the organization;
- Prepare pay cheques, reimbursements and other payments;
- Pay recurring and non-recurring bills and expenses;
- Present a monthly budget report to the Board of Directors;
- Organize financial information for the yearly audit;
- Complete grant applications to ensure core funding. Research and complete funding opportunities for projects on an ongoing basis;
- Complete funding reports to submit to funders;

### Human Resources

- Determine human resource needs in conjunction with the budget;
- Prepare job postings, select and interview candidates, and hire new employees;
- Ensure that new employees are provided adequate training;
- Prepare animation schedules;
- Evaluate employees on an ongoing basis and formally once a year. Provide constructive feedback on an ongoing basis;
- Research and provide professional development opportunities for staff;
- Discipline employees as per the organization's policies;
- Communicate regularly with the Board of Directors concerning staff issues.

### Promotion/Visibility

- Work in collaboration with community partners and stakeholders to promote the mission of the organization;
- Represent the organization on a multitude of committees;
- Maintain the organization's website and social media accounts.

## Position Requirements

- Have at least 3 years of experience working in a similar position;
- Strong leadership and interpersonal skills;
- Strong knowledge of computer software programs. (Word, PowerPoint, Excel, Adobe Pro, Photoshop, etc.);
- Extremely organized and performs well under pressure and in time sensitive environments;
- Hold a valid driver's license with continual access to a vehicle (An asset);
- Bilingual. (Verbal, written and comprehension)

Deadline for applications: Friday September 8<sup>th</sup>, 2017 at 11:59pm

**Schedule & Remuneration**

- Full-time (35 hours/week)
- \$17.50/hour (\$18.50 after successful 3 month evaluation)

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To apply, please send the following:

Please send your CV and a cover letter addressed to Ms. Corrinna Pole, President to the following e-mail address:  
[info@lennoxvilleyouthcenter.org](mailto:info@lennoxvilleyouthcenter.org)

By mail or in person:

Centre des Jeunes Lennoxville Youth Center  
c/o Ms. Corrinna Pole, President  
168-B, rue Queen  
Sherbrooke (Qc) J1M 1J9

Applications without a cover letter will not be considered.

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FOR AN INTERVIEW.**

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