



Heads Up for Inclusion
175 George St. North
Peterborough, ON. K9J 3G6
705-876-0383



Job Posting: Executive Director
March/April 2025

Job Description: The Executive Director leads the HUI staff and the Board of Directors to fulfill our organizations Mission, accomplish our vision and uphold our values. The ED holds self, staff and BOD accountable to our stakeholders.

Qualifications:

- Bachelor of Arts (Sociology, Psychology etc) in a related area to social/ human services
or
- DSW, CSW diploma with at least 1 year of experience in the field
or
- A combination of lived experience of inclusion or exclusion and related or unrelated educational field

Key Skills

- **Leadership:**
 - Develops, monitors and oversees the delivery of high-quality services
 - Provides overall leadership and management to the organization, interprets, and implements corporation policies and strategic directions.
 - Supports the efforts of the Board in exercising its responsibilities.
 - Leads by example to ensure client centered, inclusion for all approach to service delivery
 - Ensure each program's planning aligns with strategic direction from Board.
 - Acts as "Ambassador" for HUI, within and outside the organization, by creating an awareness of HUI programs and promoting services offered.
 - Opportunities for expansion and/or changes to programs and services are sought and implemented as per strategic goals and objectives.
 - Conflict resolution and ethical decision-making skills

- **Compliance**
 - Comply with all legal and ethical standards
 - Assures the filing of all legal and regulatory documents and monitors compliance with all relevant laws and regulations.
 - Programs and services both external and internal are developed, implemented and evaluated based on quality practice



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- Public Relations
 - Represents HUI to the external community, including the public, clients, funders, colleagues and politicians.
 - Assists board members and staff to facilitate and create connections with other organizations with similar mission, vision and values.
 - Liaison between stakeholders

- Financial Management
 - Appropriate acquisition of additional funding for HUI ensures development, implementation and evaluation of new programs consistent with community needs.
 - Effective records management.

- Human Resource Management
 - Ensures that human resources policies and procedures meet all legislative requirements.

Other Requirements:

- Reliable Transportation
- Police Check including VSPC
- Training as required by board

If you are interested in this opportunity, please email lyle_saunders@headsupforinclusion.ca with a cover letter and resume no later than Wednesday March 12th, 2025.

We thank all applicants for their interest in this position. Only those selected for an interview will be contacted. HUI is committed to developing an inclusive selection process and work environment. If contacted, please advise us if you require any accommodation during the interview process.

Application deadline: 2025-MAR-12

Expected start date: 2025-APR-07

Job Types: Full-time, Permanent

Salary: \$40,000-45,000 per year



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It is the policy of Heads Up for Inclusion not to discriminate against any employee or applicant on the basis of age, race or colour, ancestry, ethnic origin, nationality of origin, religion or belief, disability, sex or gender identity, sexual orientation, pregnancy or childbirth, family or marital status, personal or family medical or genetic history, or pardoned conviction. All individuals have the right to be free from discrimination or harassment on these grounds under the Canadian Human Rights Act.

Heads Up for Inclusion's employment and workplace decisions will be based on company needs, job requirements and individual job qualifications and skills. HUI will comply with provincial and federal legislation relating to equal employment opportunities and employment equity. We will work cooperatively with government and community organizations to take affirmative action to ensure employment equity and advancement opportunities for everyone.