



Ottawa Chinese Community Service Centre | 渥太華華人社區服務中心

📍 400 Cooper Street, Suite 2000, Ottawa, Ontario, Canada K2P 2H8
☎ (613) 235-4875 | ✉ occsc@occsc.org

About OCCSC

The Ottawa Chinese Community Service Centre is a non-profit, non-partisan, charitable organization committed to advancing the full social and economic integration and participation of newcomers, immigrants, refugees, and people of Chinese descent in the City of Ottawa.

Position Overview

The Executive Director of the Ottawa Chinese Community Service Centre is responsible for providing overall leadership and management of the organization. The Executive Director will work closely with the Board of Directors, staff members, volunteers, and community partners to ensure that the organization's mission and values are upheld and that services are provided efficiently and effectively to meet the needs of the community.

Description

Position Reports to: President, Board of Directors

Time Commitment Requirement: 37.5 hrs per week (must be able to work some evening and weekend hours as needed)

Location: 400 Cooper Street, Ottawa, ON

Salary: Starting at 100K; based on applicants experience and expertise

Responsibility

Board Support:

- Assists the Board with the orientation and training of board members
- Assists the Board in development of annual and long-term plans
- Supports the Board by providing timely information, assistance and advice to assist board discussion and decision-making
- Informs the Board on all essential matters for sound policy and decision-making to prevent potential liability
- Leads the development and implementation of a strategic plan that conveys the organization's mission, vision, value, and goals and objectives
- Tracks the results of objectives and keeps the Board apprised of these matter

Operations and Other responsibility:

- Provides effective leadership and direction to senior management staff in the effective delivery and evaluation of programs and services
- Demonstrates initiative, commitment to excellence and ability to take calculated and measured risks
- Motivates, inspires, coaches staff to achieve the mission of the organization
- Ensures the development and implementation of annual performance appraisals for all staff
- Oversees the development of a Human Resources Plan align to the strategic plan
- Sets the tone and direction for a healthy, positive, collaborative work culture



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- Directs the annual budgeting process with the participation of the Management staff and in consultation with Board's Finance committee
- Oversees the deployment of financial resources to meet the operational and strategic goals
- Develops and maintains effective government, funders, partner agencies and communities
- Identifies and pursues fundraising opportunities
- Deepens and refines all aspects of communications, from social media presence to external relations with the goal of creating a stronger brand
- Promotes and serves as the spokesperson for OCCSC

Qualifications:

- Fluent in English, verbal and written
- Ten or more years of progressive leadership position in Non For Profit, social service and/or business sector
- Post-secondary education in social services, business or related field, or equivalent work experience
- Excellent communication of a vision, both internally and externally and to engage others in its achievement;
- Demonstrated ability to lead, manage, and grow an organization with multiple programs
- Excellent Human Resources Management
- Ability to work proficiently with technology
- Strong ability to multi-task and adhere to many deadlines simultaneously
- Must have a valid driver's license and access to a vehicle
- Strong understanding of legal and regulatory requirements for Not For Profit
- Strong understanding of diversity, equity and inclusion principles and practices
- Must be willing to undergo a vulnerable Sector check

Preferred Qualification:

- Fluent in English, Mandarin and Cantonese an asset