



## **DIRECTOR GENERAL**

### **ABOUT EAST**

The Educational Alliance for Science & Technology (EAST) is a non-profit, volunteer-based organization serving Quebec students for over 34 years with extracurricular science & technology activities.

Some of these events include the CRC Robotics Competition, the Robo-Junior, and the Intel International Science & Engineering Fair (Quebec affiliation). Also, under the CDLS-CLS network, EAST is responsible for the Hydro-Québec Science Fair for the Anglophone regional fair which encompasses Montérégie, Montréal, Laval, Laurentides and Lanaudière.

Our mission is to encourage, inspire, and enable students' learning as well as apply science and technology in their everyday lives.

### **NATURE OF WORK**

The position of Director General of EAST (Educational Alliance for Science and Technology) entails the responsibility for the administration of the organization and ensuring the quality of services, activities, and resources.

The position also entails, in particular, responsibility for management and supervision of programs and services such as, the Montreal Regional Science and Technology Fair (MRSTF), CRC Robotics, Robo-JUNIOR, and the International Science and Engineering Fair (ISEF).

### **LEVEL OF AUTHORITY**

The Director General holds the power of providing recommendations to the Board of Directors on any matter requiring a decision on their part.

The position also has sufficient authority and latitude to take the necessary steps required for the daily organization and management of the organization in accordance with the guidelines, policies in force and the budget which is approved by the Board on a yearly basis.

## **DUTIES**

### **Governance**

- Propose and implement the governance calendar.
- Attend all meetings of the Board of Directors as ex-officio member.
- Prepare, in collaboration with the Chair, the agenda of the meetings of the Board of Directors and its committees and the General Assembly; and ensure the following-up of decisions.

### **Planning and Development**

- Participate, together with the Board of Directors, in the development of the EAST Strategic Plan.
- Oversee the implementation of the EAST Strategic Plan.

### **Coordination of EAST programs**

- Supervise the team of program and service coordinators in the preparation and implementation of their actions plans, budgets and promotional plans.
- Ensure the continuity of all services, including ensuring that each program maintains a host institution and a transition plan.
- Resolve any major issues.

### **Financial Management**

- Prepare, in collaboration with the coordinators, budgets for Board of Directors approval.
- Responsible for bookkeeping, accounting and financial reporting to the Board.
- Prepare all the documentations requested by the Accountant and the Auditor, for annual financial reports, including tax reporting.

### **Fundraising and Sponsorships**

- Prepare and implement an annual Fundraising and Sponsorships Plan.
- Develop and implement a sponsorship package.
- Solicit funding from industries, school boards, and government organizations.
- Prepare final sponsorships reports with program coordinators.

### **Administrative Management**

- Respond, in a timely manner, to routine requests.
- Responsible for contracts with Réseau CDLS-CLS (e.g. insurance policies.) or other organizations (e.g. rentals).
- Responsible for all the annual government reports, such as Registraire des entreprises.

### **Management of human resources**

- Recruit and evaluate the human resources of the organization.

### **Communications, Information Technology & Marketing**

- Prepare and implement an annual Communications and Marketing Plan.
- Prepare and/or supervise the production of the promotional tools.
- Manage the EAST website and Social media.
- Responsible for EAST technology-based systems (email, folder access, etc.).

**Public Relations**

- Foster continued relationships with school boards, colleges & universities and education associations.
- Seek new relationships in the educational milieu.

**Media Relations**

- Prepare and supervise, in collaboration with the program coordinators, media relations annual plans and media releases.
- Replies to inquiries by media.
- Keep clips of articles from French and English newspapers and from any electronic media related to the activities organized by EAST.

Assume any other responsibility compatible with the position that may be assigned by the Board of Directors of EAST.

**QUALIFICATIONS:**

- Bachelor Degree, in Administration, Communications, Education, or equivalent
- Minimum Five Years pertinent experience in Communications and/or Management
- Fluently bilingual - orally and writing (testing may be requested)
- Web and Social Media Management skills
- Past experience in managing an association or a major project an asset
- Past experience in fundraising an asset
- Knowledge of the education milieu an asset
- Excellent leadership abilities and interpersonal skills
- Self-motivated individual
- Strong ability to deal holistically

**Place of Work:** Montreal or virtual

**Starting Date:** ASAP

**Part time position:** Approximately 21 hours per week (subject to workload-heavy workload occurs in Feb to May)

**Remuneration:** \$ 35 000 per year

**Applications with curriculum vitae should be forwarded to:**

[jobs@sciencetech.ca](mailto:jobs@sciencetech.ca)

**Posting closes on April 18, 2017 (midnight).**

**Retained candidates only will be contacted.**

[www.sciencetech.ca](http://www.sciencetech.ca)