



JOB POSTING

POSITION: EXECUTIVE DIRECTOR

Miriam Centre

Miriam Centre, a Christian ministry, opened its doors in 1988. Its mandate is to offer life-giving options to mothers in need and their families.

MISSION

We offer emotional, spiritual and material help to all who find the circumstances surrounding their pregnancy difficult.

We follow up with mothers after the birth of their child.

We reach out with love and compassion to those grieving the loss of a child through abortion, miscarriage or infant death.

JOB DESCRIPTION

Under the direction of a Board of Directors, the Executive Director is responsible for the management and the effective operation of Miriam Centre. Her duties include:

- Management and guidance of human resources, both employees and volunteers at the Centre;
- Management of the Centre's financial and material assets;
- Identification of external funding sources and, as needed, preparation of grant applications;
- Development and organisation of the Centre's programs and activities;
- Any other associated duty.
- **Salary \$15.00/hour, 32.5 hours/week**

REQUIREMENTS

- Experience in management, including the field of human resources. Experience in community work is an asset;
- Fluent oral and written communication skills in French and English;
- Strong computer skills, including Microsoft Office Word and Excel;

- Strong adaptability, organization skills and self-reliance;
- Very strong interpersonal skills and ability to be a team player.

To apply for the position, please send your resume and a letter of interest in care of Sister Rita Lacelle, Executive Director of Miriam Centre. The resume and letter may be sent:

By mail: Centre Miriam
030-2742 St. Joseph Blvd.
Orléans, ON K1C 1G5

By email: centremiriamcentre@yahoo.ca

Please do not contact us by phone.

While we thank all applicants, only those selected for an interview will be contacted.