

Position Purpose :

To represent, be an advocate for, and organize CEAY and Yukon Catholic School Councils in the support of the Yukon Catholic Schools Mission Statement:

“To educate children in a Catholic learning environment. Through the sharing of knowledge and Christian values, and by celebrating our Catholic faith, students are assisted in developing a personal faith and an understanding and appreciation of self and others. Each child has the opportunity to strive for academic excellence and to reach his or her potential as a life-long learner. The uniqueness of each child is celebrated.”

Services:

- Organize ongoing CEAY business such as executive meetings, budgets, stakeholder meetings, and communications
- Facilitate the implementation of the Circle of Caring strategic plan
- Coordinate communication and strengthen interaction among stakeholder including our schools, our Diocese and Parishes, and the the Department of Education
- Manage the Association’s website and assist with other promotional activities and projects
- Represent the Association on committees and at meetings as agreed to with the board
- Ensure required annual filings are completed with support from Administrative contractor
- Assess Association activities for compliance with Association bylaws and other regulations

Qualifications/Conditions for Contractor:

- Active, practicing Catholic, familiar with the teachings of the Catholic church
- Strong understanding of the issues and operation within the Catholic schools mandate
- The ability to foster a healthy organization, to encourage teamwork and collaboration
- Strong interpersonal skills that include the ability to inspire and motivate volunteers with effective conflict management
- Ability to assure the CEAY’s mission, programs, and services are consistently presented in a strong, and positive way to relevant stakeholders
- Self-motivated and able to work independently
- Excellent English communication skills both verbal and written
- Familiarity with budgeting and basic financial management
- Flexibility to attend meetings both during work hours and in evenings
- Proficiency in basic computer skills including word processing, spreadsheets, virtual meeting tools, pdf tools, internet use, google drive, email, and website updating on weebly
- Provision of computer/laptop, phone, internet service, and work space by contractor

Duration of contract, compensation, and contact information

The contract term is expected to be one to two years in duration. The compensation is \$1250/month. For questions and to submit your resume please email chair.ceay@gmail.com by February 11, 2022.

<https://www.ceayukon.ca/>