



## EMPLOYMENT OPPORTUNITY

### EXECUTIVE DIRECTOR

**Location:** Central Office, 675 Cochrane Dr. Suite 710, East Tower, Markham, ON, L3R 0B8

**Wage:** \$160,000 - \$180,000 salary per year. Salary commensurate with experience and qualifications.

The Workers Health and Safety Centre (WHSC) is a not-for-profit unionized training organization that provides health and safety leadership, training and information services to Ontario workplaces. We are seeking an experienced leader with a strong working knowledge of occupational health and safety and the structures and operations of Canadian trade unions, government and corporations. Reporting to the Board of Directors, the Executive Director is responsible for the functional leadership and day-to-day operations of the Centre.

WHSC is committed to fostering a workplace that is both inclusive and representative of the communities we serve. To meet these objectives, we invite all qualified candidates from diverse backgrounds to apply. It is WHSC Policy that all employees work in an inclusive environment that acknowledges and promotes equal rights for all persons, including those with disabilities, as outlined in the *Canadian Charter of Rights and Freedoms*, the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act, 2005*. Please be advised that disability accommodation is available upon request.

For information about WHSC visit [www.whsc.on.ca](http://www.whsc.on.ca).

Applications will be accepted until **4:00 pm, Friday, October 22, 2021**. If interested, please forward your resume to Sarah Mackie, Executive Administrative Assistant to the Executive Director on behalf of WHSC Board of Directors Hiring Committee at [smackie@whsc.on.ca](mailto:smackie@whsc.on.ca)

#### **Required Knowledge and Qualifications:**

- Relevant post-secondary education and/or equivalent experience gained through a similar senior position
- Comprehensive knowledge of occupational and environmental health and safety and the operations of Canadian trade unions, government and corporate structures
- Supportive of the principles, goals and objectives of the Canadian labour movement
- Proven understanding of the principles of adult centred learning
- Knowledge of accounting principles and audit procedures, budget preparation, finance and strategic planning

- Demonstrated ability in project management, policy development, customer relations, marketing, contract negotiations, and human resource management
- Managerial skills to direct the business and affairs of the organization including funding proposals, serving as spokesperson, and motivating staff and volunteers
- Exceptional interpersonal facilitation and consultation skills to build positive working relationships with the Board of Directors, staff, workers, unions, employers, government representatives, funding agents, and members of the community
- Demonstrated ability to develop, implement and evaluate programs and promote and deliver services
- Excellent oral and written communications skills
- Demonstrated proficiency with Microsoft Office software applications i.e., Word, Excel, PowerPoint and Outlook
- Adhere to WHSC operating processes, policies and procedures