Alberta CARE

Assistant Executive Director, Alberta CARE Association

Job Description

- Assume some responsibilities from the Executive Director
- Report directly to the board along side the Executive Director
- Grow the profile of the organization
- Grow the membership of Alberta CARE
- Grow the revenue of Alberta CARE
- Lead the education program, diversify it, and grow it
- Support the 2 conferences that the organization hosts annually
- Support the board in advancing its Strategic Plan
- Support the board committees as directed by the board
- Lead the implementation of board's newly developed policies
- Other duties as required from time to time

Time requirements

- 20 hours per week
- Work from home arrangement

Contact Information

1. Send interest and resume's to: Nolan Crouse – nolan@nolancrouse.com Management Consultant
2. Organizational questions: Rob Smith - arwmsc@mcsnet.ca (Alberta CARE Board Chair)

Additional preferred skills

Social media expertise
Website updating skills
Board and governance expertise

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