



Guysborough County Adult Learning Association

The Guysborough County Adult Learning Association (GALA) is one of 30 non-profit community based learning organizations in Nova Scotia. We provide adult education opportunities, promote lifelong learning, identify individual learner needs, improve accessibility and work with other organizations. We are currently seeking a **Chief Administrative Officer**

Reporting to the GALA Board of Directors, the Chief Administrative Officer will be responsible for the following duties:

- Follow the Nova Scotia School for Adult Learning curriculum to administer programs
- Liaise with government departments to secure ongoing project funding
- Assist board of directors with maintaining all organizational documents, policies, preparation for and attendance at board meetings, implementation of decisions made.
- Supervise 1-4 project staff, organize regular staff meetings, and professional development opportunities
- Promote adult literacy activities and events and provide a literacy presence in the community whenever possible.
- Manage the organization's financial requirements.

Qualifications:

- Bachelor of Education or similar Post-Secondary Training and /or experience
- 3-5 years' experience in the field of Adult Education
- Thorough understanding of non-profit community based work
- An understanding of Adult Education Principles
- Basic understanding of accounting. Ability to work with tight budgets & timelines

Application process must include:

- A detailed cover letter and resume
- Names and contact information for 3 work related references
- Copies of all related academic transcripts and certificates of qualification
- Submission by email to: Barry@guysboroughlearning.ca
- **CAO application** as the message subject.

Deadline for applications: January 4, 2019

Salary: \$24-\$26/hr. 35 hours weekly, 40 weeks/ year, dependent upon project funding

Anticipated start date: February 1, 2019.

Thanks to all applicants for your interest; only those selected for an interview will be contacted.