



MANITOBA ASSOCIATION FOR RIGHTS & LIBERTIES

Employment Opportunity – Interim Executive Director

The Manitoba Association for Rights and Liberties (MARL) exists to inspire action for social justice, human rights and civil liberties in Manitoba through education and advocacy. MARL envisions a world where people's diversity is valued, liberties are respected, and rights are lived.

We are currently seeking an enthusiastic individual for the position of Interim Executive Director. This position will be full time on a term basis. The dates of the term are to be confirmed once funding has been put in place.

DUTIES & RESPONSIBILITIES

The duties and responsibilities of the Executive Director of the Manitoba Association for Rights and Liberties are:

A. POLICIES AND ISSUES

- To work closely with the Board of Directors to implement the directives, policies and objectives of MARL as articulated by the Board and committees.
- In conjunction with the Board, to develop and implement an annual plan of action including, but not limited to membership drives, fundraising activities and community events.
- To co-ordinate MARL's relationships with organizations, institutions and coalitions whose objectives are seen by the Board to be consistent with MARL's policies and objectives.
- To identify, research and bring issues to the attention of the Board.
- To act as spokesperson for MARL as appropriate after consultation with a member of the Board.

B. PROGRAM IMPLEMENTATION

- To work with the Board, Committees and volunteers to develop, implement and promote workshops, programs, events and other resources focused on educating youth about civil liberties and human rights.
- To work with staff and volunteers in the development of educational programs.
- To plan and implement community events such as the MARL Human Rights Film Festival, Ethics Slam, and Multiculturalism Day.

C. ADMINISTRATION

- To perform or co-ordinate day-to-day administrative tasks including, but not limited to managing MARL's communications strategy; implementation of organizational strategic goals; and recruitment and support of volunteers;
- To participate with the Board in the hiring, supervision and guidance of staff including project staff.
- To co-ordinate projects undertaken by MARL and to maintain overall supervision of projects funded through MARL, including but not limited to financial control and fulfillment of reporting requirements.

D. FINANCIAL

- To provide data as necessary and work with the Treasurer to facilitate the development of an annual budget and to manage MARL's funds within the parameters of that budget.
- To assist the Treasurer and the bookkeeper with the preparation of quarterly financial reports for presentation to the Board, and annual financial reports for membership and funders.
- To liaise with, and report as needed to funders, auditors and banking institutions.
- To take overall responsibility for recruitment of members and maintenance of membership records, identification of, and application for, funding and grants; and, in conjunction with the Committee responsible for fundraising, development and implementation of fundraising strategies and activities.

EDUCATION

- Post secondary undergraduate degree in human rights, politics, conflict resolution, international development studies, global political economy, or related field is an asset.

SKILLS

- Effective communication.
- Experience in event planning.
- Fundraising and sponsorship skills.
- Excellent time-management skills.
- Bilingual in French is an asset.
- Understanding of theory behind human rights.
- General knowledge of the Human Rights Code and the Charter of Rights and Freedoms.
- Training and basic knowledge in human resource management functions.
- Experience in volunteer management.

To apply, please forward your cover letter and resume to Michelle at michelle@marl.mb.ca by July 31, 2017. Candidates are encouraged to self-identify in their cover letter.