



*Lifelong learning...it's our business*

# VEGMIN LEARNING SOCIETY



## NOW HIRING: EXECUTIVE DIRECTOR

VegMin Learning Society is seeking a passionate and community-driven Executive Director to lead our non-profit through an exciting time of growth and transformation. We deliver accessible adult learning programs that build essential skills, support community development, and promote lifelong learning.

### About the Role:

Reporting to the Board of Directors, the Executive Director oversees operations, strategic planning, financial management, staff supervision, community engagement, and program delivery. The ideal candidate will bring strong leadership, a passion for adult education, and a collaborative spirit to build partnerships and guide the organization forward.

### Key Responsibilities:

- Enhance VegMin's visibility and community engagement.
- Build partnerships with local organizations and stakeholders.
- Oversee program planning, delivery, and evaluation.
- Manage operations, budgeting, payroll, and grant writing.
- Lead and support staff, instructors, and volunteers.
- Maintain a welcoming, organized learning space.

### Who You Are:

- An experienced leader in non-profits or education (CALP experience an asset).
- Skilled in community engagement, outreach, and storytelling.
- Confident in budgeting, reporting, and fund development.
- Adaptable, collaborative, and purpose-driven.
- Experience with QuickBooks is an asset (training available).

### Position Details:

- Full-time (37.5 hrs/week), occasional evenings/weekends.
- Competitive wage based on experience.
- Professional development opportunities.
- Requires Criminal Record & Vulnerable Sector Check.

### Apply Today!

Send your resume and cover letter to [chairperson@vegmin.com](mailto:chairperson@vegmin.com) or call 587-280-4025.

Only shortlisted candidates will be contacted.

***Lead the change. Empower adult learners. Build a stronger community.***