



## **Employment Opportunity: Assistant Director**

### **Organizational Background**

The Vancouver Holocaust Education Centre (VHEC) is Western Canada's leading Holocaust teaching museums, engaging 25,000 students and teachers annually. The VHEC's mission is to promote human rights, social justice and genocide awareness through education and remembrance of the Holocaust. The VHEC produces thematic exhibitions, school programs, teaching materials and online exhibitions. The Centre maintains a museum collection and archives, Holocaust survivor testimony project, library, rare books and special collections, and resource centre.

### **Position Overview**

The Vancouver Holocaust Education Centre is seeking an Assistant Director to join our team in early 2018. The Assistant Director supports the administration of the Centre's professional staff and range of programs, and contributes to development and communications for the organization. As a core position within a vibrant organization, the Assistant Director role represents an opportunity to contribute to an effective and collaborative team and a social justice mandate.

### **Duties & Responsibilities**

Reporting to the Executive Director, the Assistant Director carries out the following duties:

- Organizational Priorities and Programs: participates in developing, implementing and monitoring the organization's strategic plan with the professional staff and board of directors; participates in establishing annual exhibition and programming plans;
- Finances: develops and monitors annual operating and project budgets; submits grant applications, budgets and reports to funding bodies; reviews payroll and month-end financial reports;
- Human Resources: supports the Executive Director in overseeing the implementation human resources policies; hires, supervises, trains and reviews professional staff;
- Programs: supports the planning and delivery of commemorative, educational and exhibition programs;
- Development & Communication: co-edits the VHEC's newsletter, *Zachor*; supports the development and implementation of fundraising and development plans, as well as marketing materials;
- Other duties as required.

### **Qualifications & Experience**

This is a full-time role requiring a minimum of three to five years of administrative experience in a non-profit setting, and a demonstrated skillset in financial and human resource management, program development and delivery, and organizational communications. Supervisory experience is essential and a postgraduate degree preferred.

The candidate should utilize sound, independent judgment and make responsible decisions and recommendations; effectively implement organizational policies and procedures; work independently with little supervision, and supervise and develop staff members; prepare and present clear and comprehensive grant proposals and reports, including budgets; communicate effectively both verbally and in writing; establish and maintain good working relations with the board of directors, professional staff, Holocaust survivor outreach speakers and other volunteers, general public, supporters and community partners.

**How to Apply:**

To apply, please send a resume and cover letter by December 15, 2017 to Nina Krieger, Executive Director, at [jobs@vhec.org](mailto:jobs@vhec.org). We thank all applicants; however, only those selected for an interview will be contacted.