



## **Professional Writers Association of Canada**

### **Executive Director Job Posting**

We encourage applications from members of PWAC as well as individuals external to the organization. Only those selected for an interview will be contacted.

**Deadline: Monday, October 26<sup>th</sup> 2009, at 5:00pm. Submit CV and cover letter to: [hr@pwac.ca](mailto:hr@pwac.ca)**

**Summary:** The Executive Director (ED) is the senior staff member of the Professional Writers Association of Canada (PWAC) which serves over 600 non-fiction freelance writers across the country. The Executive Director is responsible for the day-to-day operations and management of the organization, and supervises other staff and contract employees. The Executive Director ensures that members' needs are met through delivery of services, mediation, professional development and communications about the industry. The ED, in conjunction with the President, is responsible for representing PWAC in the media, and within the writing and publishing industry generally.

**The ideal candidate will have some or all of these qualifications:**

- A strong commitment to the organization's mission, values, vision and strategic objectives;
- Knowledge and experience of the writing and publishing industry; particularly the needs of freelance writers;
- Strong leadership and team management skills, as well as office management experience including staff supervision, financial operations etc.;
- Proven ability to manage multiple projects, deadlines, and changing priorities;
- Effective communication skills in various media including superior written and verbal skills, proficiency in computer skills, and an understanding of social networking using technology;
- Ability to secure support and funds from government, and non-governmental sources;
- Experience in the non-profit sector and working with a volunteer board of directors; and
- Ability to communicate in both official languages is considered an asset.

**Hours of Work:** While this job requires some flexibility in terms of hours (i.e. occasional evening and weekend meetings) the majority of the work occurs during regular business hours.

**Location:** PWAC's National Office is based in downtown Toronto. The ED is expected to maintain regular office hours. Some travel is required.

**Salary:** The salary is commensurate with experience – range \$45,000-\$55,000/year. A benefit plan is under development.

**Start date:** As soon as possible.

Complete position description available at:

[http://www.pwac.ca/files/PDF/PWAC\\_ED\\_Description\\_2009.pdf](http://www.pwac.ca/files/PDF/PWAC_ED_Description_2009.pdf)