

Executive Director, Ontario Association of Paramedic Chiefs (OAPC) (www.oapc.ca)

The OAPC is a voluntary membership organization representing the leadership of all Ontario publicly operated ambulance services. We are seeking the services of an Independent Contractor to meet the organizational responsibilities of Executive Director for the Association. The expected commitment for the successful applicant will include a full time commitment to the Association with flexible availability in accordance with the terms and conditions of a two (2) year contractual agreement with options for renewal.

Reporting through the OAPC President and Board Executive Committee to the elected Board of Directors the successful applicant will:

- Fulfill the terms and conditions outlined in the Consultant Contract;
- Support the OAPC Board in the implementation of OAPC's vision, mission and funding priorities;
- Administer the day-to-day functions of the Association including the supervision and direction to other contracted staff including, but not limited to, administrative or financial assistants;
- Develop and manage the programs and services of the OAPC to ensure the needs of the OAPC Board and Membership are successfully met;
- Support the Treasurer in activities to ensure the OAPC has the financial stability to meet the ongoing needs of the Association;
- Support the OAPC Board in its efforts to combine its interests with Members, the government, key stakeholders and Ontarians and to increase awareness of the Association's undertakings;
- Coordinate and supervise program delivery, program content, and venue management for virtual and in person meetings of the Association;
- Provide advice as well as tactical and operational support to the OAPC Board to design and successfully implement the planned changes to the OAPC's financial model;
- Facilitate two-way communication and build strong relationships between the OAPC Board, the Association's Membership, partner organizations, and other stakeholders to ensure information sharing and capacity building

Desired Qualifications and Experience

- Demonstrated intimate knowledge of the Ontario ambulance service system including historical, current, and future trends;
- A bachelor's degree.
- Transparent and high integrity leadership.
- Experience and skill in working with a Board of Directors.
- High level strategic thinking and planning. Ability to envision and convey the organization's mission and strategic future to the board, members, and corporate sponsors.
- Demonstrated ability to oversee and collaborate with staff.
- Demonstrated experience with vendor relations, sponsorship development, and fundraising
- Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies and volunteers.
- Solid organizational abilities, including planning, delegating, program development and task facilitation.
- Strong written and oral communication skills, including a polished public speaking ability.
- Strong work ethic with a high degree of energy.

Interested applicants are invited to submit a resume outlining qualifications and experiences to myself as Chair of the selection committee at michael.sanderson@hamilton.ca. Please note that while receipt of applications will be acknowledged only those applicants selected for interview will be contacted.