



ONTARIO ASSOCIATION OF PARAMEDIC CHIEFS

110 Cumberland Street, Suite 402, Toronto, ON M5R 3V5

www.oapc.ca

Job Description: Executive Director (contract position)

Position Summary

The Executive Director (ED) is the senior administrative and strategic leader of the Provincial Paramedic Association, responsible for the effective operation, governance support, and external representation of the organization.

Reporting to the Board of Directors, the ED provides leadership in organizational administration, government relations, and sector advocacy, with a strong focus on advancing the paramedic profession within Ontario's evolving healthcare system.

The ED serves as the liaison support to the Association President or designate when corresponding with Ontario's Ministry of Health, Emergency Health Services Branch, Base Hospitals, Government agencies and any other system partners, ensuring the Association is a credible, influential voice in provincial policy, legislation, strategic direction and system planning.

Key Responsibilities

1. Organizational Leadership & Administrative Oversight

- Lead the day-to-day operations of the Association, ensuring organizational effectiveness, sustainability, and alignment with strategic priorities.
- Implement the Board-approved strategic plan and report on progress and outcomes.
- Establish and maintain sound administrative policies, governance processes, operational controls, and risk management practices
- Oversee Association's financial management, including:
 - Budget development, forecasting and monitoring
 - Financial reporting to the Board
 - Ensuring compliance with applicable legislation (e.g., Ontario Not-for-Profit Corporations Act – ONCA)
- Support the Board of Directors through:
 - Agenda development and briefing materials
 - Strategic and policy advice
 - Governance best practices and compliance
- Oversee the planning and delivery of Association programs, conferences, educational offerings, and member services.
- Recruit, develop, and manage staff and/or contracted resources.
- Ensure the long-term sustainability and growth of the Association through sound governance, financial stewardship, strategic partnerships, and continuous enhancement of member value.
- Other duties as assigned by the board

2. Government Relations & Provincial Advocacy

- Develop and execute a government relations strategy aligned with Association priorities.
- Serve as the primary point of contact with but not limited to:
 - Ontario Ministry of Health (MOH)
 - Emergency Health Services (EHS) Branch
 - Relevant provincial ministries and agencies
- Build and maintain relationships with key decision-makers, including elected officials, senior civil servants, and policy advisors.
- Monitor and analyze legislative, regulatory, and policy developments impacting paramedicine, including:
 - Ambulance Act and related regulations
 - Evolving scope of practice and community paramedicine initiatives
- Lead the development of:
 - Policy submissions
 - Position papers
 - Briefing notes and consultation responses
- Represent the Association at provincial forums, consultations, and stakeholder tables.
- Act as an official spokesperson, as appropriate.
- Provide strategic advice to the Board regarding emerging government priorities, legislative changes, and advocacy opportunities.

3. Sector Engagement & System Leadership

- Foster strong relationships across Ontario's paramedic and healthcare landscape, including:
 - Municipal paramedic services
 - Base Hospital programs
 - Ontario Health and regional bodies
 - Hospitals and primary care partners
 - Labour and professional associations
- Identify opportunities to advance integration of paramedicine within Ontario's healthcare system (e.g., community paramedicine, alternative care pathways).
- Support alignment and collaboration on sector-wide priorities.
- Build collaborative relationships with partner organizations, professional associations, municipalities, healthcare organizations, and academic institutions.
- Support committees, working groups, and special projects that advance Association priorities.

4. Strategic Planning, Policy, and System Impact

- Support the Board in the development, implementation and evolution of the Association's strategic plan.
 - Provide environmental scans and expert analysis on emerging healthcare and paramedicine trends in Ontario.
 - Lead initiatives that position the Association as a thought leader in system transformation and innovation.
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5. Communications & Stakeholder Relations

- Oversee communications strategy, ensuring consistent and effective messaging to:
 - Members
 - Government stakeholders
 - Media and the public
 - Enhance the Association's profile as a trusted voice in paramedicine.
 - Support member engagement and value through responsive communication and targeted initiatives.
 - Support sponsorship, partnership and stakeholder communications that strengthen the Association's profile and sustainability.
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Qualifications & Experience

- Post-secondary degree in health administration, public administration, political science, or a related field (Master's degree preferred).
 - 7–10+ years of senior leadership experience in:
 - Healthcare, paramedicine, or emergency services
 - Non-profit or association management
 - Demonstrated experience in **Ontario government relations**, including engagement with the Ministry of Health or comparable bodies.
 - Strong knowledge of:
 - Ontario healthcare system structure and funding
 - Paramedic service delivery models in Ontario
 - Relevant legislation and regulatory frameworks
 - Experience supporting or reporting to a Board of Directors.
 - Demonstrated success leading organizational change, building strategic partnerships, managing complex stakeholder relationships, and working within a member-based organization.
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Core Competencies

- Strategic leadership and execution
 - Government relations and political acuity
 - Governance and organizational management
 - Policy analysis and advocacy
 - Financial stewardship (Relevant if considering role position will play in advocacy)
 - Relationship building and stakeholder engagement
 - Exceptional communication and influencing skills
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Working Conditions

- Based in Ontario; travel across the province required. (Thought this could work as the bulk can be remote)
 - Flexibility to attend evening/weekend meetings and events.
 - Hybrid or remote work environment, depending on organizational structure.
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Reporting Relationship

- Reports to the Board of Directors through the Chair/President.
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Success Measures

- Strong, effective relationships with Ministry of Health, government and key provincial stakeholders
- Demonstrated influence on provincial policy and system planning
- **Operational excellence and financial sustainability of the Association**
- Positive Board governance experience and organizational alignment
- Increased visibility and credibility of the Association within Ontario's health system
- Financial sustainability through sound stewardship and diversified revenue.
- High member engagement and satisfaction.
- Successful delivery of conferences, education, and member services.
- Achievement of strategic plan objectives

**Position is contract based with pay range between
\$92,400.00-\$110,000.00 plus HST**

Please submit a resume and cover letter outlining your experience, education and related skills to Troy.Cheseboro@durham.ca no later than Sept 9, 2026.