



CANADIAN DEAFBLIND ASSOCIATION  
L'ASSOCIATION CANADIENNE DE LA SURDICÉCITÉ  
National Office  
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## **Canadian Deafblind Association (CDBA) National is accepting applications for the position of Executive Director (Part time Contract)**

Canadian Deafblind Association is a registered charity and non-profit organization operating nationally since 1975. The mission of the Canadian Deafblind Association's National organization is *to promote and enhance the well-being of people who are deafblind through: advocacy, the development and dissemination of information and the provision of support to our chapters, members and community partners.*

- 1) Under the direction of the National Board of Directors, and following established CDBA policies and procedures, the Executive Director will carry out a broad range of duties in the following categories:**

Board Relations, Strategic Planning and Operations, Financial Management, Public Relations, Fund Raising and Advocacy

- 2) The successful candidate should meet the following qualification criteria:**

- Strong leadership skills
- Hold a certificate from a Community College or University degree, preferably in a related field.
- Possess excellent written and speaking communication skills.
- Competency with computer technology and proficiency with a wide variety of software.
- Experience with organizational financial management.
- Strong organizational skills including project management.
- Be self-starting and capable of working independently.
- Experience in the public or not-for-profit sector.
- Knowledge of deafblindness.

- 3) The employment conditions for the position include the following:**

The position will be located in Southern Ontario.

The successful candidate will be employed as a 'fee for service' contractor.

**Chapters:** British Columbia, Alberta, Saskatchewan, Manitoba, Ontario, New Brunswick

The place of employ could be the individual's private residence and would serve as the CDBA National Office, but without compensation.

CDBA will compensate for such office related services as postage, printing, telephone, fax, internet, and if necessary, provide a computer, printer and scanner.

The successful candidate will be expected to work for an average of up to 20 hours per week for a total of 960 hours per fiscal year.

The hourly fee for service will be determined according to the individual's experience.

This position will require a valid Ontario driver's license. Some air travel will also be a requirement of the position.

#### **4) Application Procedure**

Applicants will include along with their resume, a detailed written description of how their experiences satisfy the above **qualification criteria**.

Please forward applications by email to [hr@cdbaontario.com](mailto:hr@cdbaontario.com) by **November 12, 2010**. All applications will be acknowledged but only candidates selected for interviews will be contacted.

Interviews for selected applicants will be scheduled for November 29<sup>th</sup> & 30<sup>th</sup>, 2010.