



Executive Director Job Posting

About Us

Meta Vocational Services Inc. provides employment services to help facilitate a more resilient, vibrant, and ever-changing community. We offer a number of services funded in part by the Government of Ontario and the Government of Canada to both job seekers and employers. We serve the Belleville, Durham and surrounding communities.

The Opportunity

The Board of Directors of META Vocational Services Inc. is currently in search of our next Executive Director. This is a full-time permanent opportunity based in the Belleville region with oversight and regular travel required to the Whitby Office. This position reports to META's Chair of the Board and Board of Directors and is responsible for the leadership and management of the agency and oversees all programs, services, operations, planning, human resources and financial management for the agency.

Responsibilities

This exciting opportunity will have accountability for community relations where the Executive Director acts as the spokesperson for the agency and conducts official correspondence on behalf of the Board. The Executive Director will represent META at community events and community committees to enhance the agency's community profile. The Executive Director will be responsible for all planning and program development for the agency including sourcing new business to develop the agency and negotiate contracts with funders.

This position will require regular board relations including the planning and participation in Board and committee meetings. The Executive Director will recommend operational and board policy changes as risk to the agency's stakeholders. The Executive Director will be responsible for the oversight for the development and implementation of financial and asset management programs for the agency. This leadership role requires experience with supporting change and the ability to create a sense of community, belonging and inclusion within the agency. This position requires frequent travel to participate in meetings, conferences and community events.

Qualifications

- University degree in public administration, social services, or related discipline or an equivalent combination of education and experience.
- A minimum of 6 to 10 years' of related senior leadership experience preferably in a not-for-profit employment or vocational counselling setting working with a Board of Directors.
- Sound understanding of employment-related legislation and employment related issues
- Superb interpersonal and change management skills with the ability to communicate effectively and develop strong working relationships with staff, external clients and other stakeholders
- Strong computer skills and experience with MS Office



- Working knowledge of government databases is an asset
- Possession of a Provincial Class G driver's license is required

This is an exciting opportunity to be part of a not-for-profit that is dedicated to job seekers and serving our community. We offer a competitive salary with annual performance reviews.

Closing date: April 30, 2025 by 5 pm.

Please forward applications (cover letter and resume) by the closing date to Katie Cudmore, META Chairperson at katiec@metaservices.ca.

Meta Vocational Services is an equal opportunity employer committed to fostering an inclusive workplace. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents of Canada will be given priority.