



ACADEMIC & OPERATIONS EXECUTIVE

ALPHA Education and the WongAvery Asia Pacific Peace Museum is looking for an experienced, committed and mission-driven individual to fill its Academic & Operations Executive position.

About ALPHA Education

www.alphaeducation.org

ALPHA Education is a registered charity that carries a mission to foster awareness and a critical understanding of an often overlooked World War II history in Asia and its historical significance for humanity and global peace.

About WongAvery Asia Pacific Peace Museum (APPM)

www.asiapacificpeacemuseum.com

The APPM is the first of its kind that portrays the entirety of the history of WWII in Asia. It promotes cross-cultural understanding, respect, empathy, and appreciation through the lens of humanity and peace education.

ROLE SUMMARY

Reporting to the Executive & Associate Executive Directors, the Academic and Operations Executive (AOE) will be responsible for the execution of ALPHA Education strategic directions and priorities, and the current and long-term growth of the Asia Pacific Peace Museum.

More specifically, the Academic and Operations Executive will lead teams and build staff capacity, develop and manage projects and costs, assist with decision-making, undertake research and measure impact, and represent the organization.

In the execution of responsibilities and as an organization leader, the AOE is expected to know and model requirements of relevant policies of Canada, Ontario, and partnership organizations, especially equity, diversity and inclusion and ALPHA Education policies and standards of practice.

RESPONSIBILITIES & ACCOUNTABILITIES

- Provide leadership in all education programs and academic projects, from planning, design, development to implementation, within allocated budget or funding.
- Ensure compliance with Canada, Ontario, District School Boards, and ALPHA Education policies and procedures with respect to implementation of programs, projects, and new initiatives.
- Optimize material, human, and financial resources in education programs and academic projects to achieve organization goals and targets
- Work with ALPHA staff, volunteers, and part-time contributors
- Manage staff in their responsibilities and effective work completion within schedule. Responsible for coaching and capacity building of direct reports.
- Develop relationships and communicate with school boards, education institutions, partnership organizations, and communities
- Liaise with and extend ALPHA Education stakeholder groups at local, national, and international levels
- Explore new initiatives, from analyzing feasibility to negotiations to implementation of such initiatives
- Initiate, supervise, and execute new projects and events
- Initiate, undertake, and coordinate application for grants for programs, events, and new initiatives. Ensure compliance with institutional and external requirements and policies
- Execute and supervise evaluation of programs, projects, and events
- Write reports to meet funding requirements or as required by ALPHA Education and Asia Pacific Peace Museum
- Develop and implement effective promotion plan and strategies of website and social media platforms
- Participate and make presentations at local or international conferences on behalf of ALPHA Education and the Asia Pacific Peace Museum

QUALIFICATIONS

Education

- A first degree in social sciences or management or technology
- A masters degree in education
- Professional certification in education leadership
- Professional certification in leading not-for-profit or charitable organization would be an asset

Experience

- 10 years, or more, of working experience in education
- 5 years, or more, in leadership position with demonstrated experience in development, implementation, and research and evaluation of programs, projects and events
- Demonstrated experience in charitable organization day-to-day operations, factors that influence supporters' commitment, emerging technologies, regulations and quality standards that deliver improved impact
- Demonstrated experience in coordinating volunteers in collaborative community work.
- Demonstrated experience working with young professionals and youths in a co-curricular capacity, including the capacity to mentor and train youths in community service and leadership, is an asset.

Skills

- Excellent oral and written communication skills
- Excellent interpersonal acumen and leadership competencies
- Excellent planning and organizational skills, attention to detail and accuracy
- Solid subject matter expertise for and creativity in area(s) of responsibility
- Solid ability to manage and multi-task multiple priorities and deadlines
- Working knowledge of grants and contracts and regulatory requirements.
- Solid analytical and problem-solving skills including working within not-for-profit organization's budget, facilities and resources.
- Strong expertise in management applications for example MS Office, Canvas, Canva, Omeka to name a few
- Ability to keep abreast of knowledge and trends that are relevant to ALPHA Education strategic directions and the Asia Pacific Peace Museum priorities

Attitudes

- Committed to ALPHA Education's mission and values of humanity and global peace
- Exercise good judgement, integrity and trust-worthiness
- Possess a positive, optimistic and a can-do approach to challenges and barriers
- Astute in advocacy work and lead with head and heart
- Quick on the uptake on external risks and opportunities
- Open to learning for continuous improvement and walking the talk

Salary and Benefits

- Starting salary: \$75K-80K per year
- Extended health benefit and dental care after probation
- 15 working days of annual vacation
- On-site parking

Application

Please send in application to hire@alphaeducation.org with a covering letter, resume and two letters of references, with one on applicant's experience in leadership and education experience, preferably from the applicant's most recent supervisor. Incomplete applications will not be reviewed.

Selected applicants will be called for interviews and presentations.