



**TEACH FOR  
ENSEIGNER POUR LE  
CANADA**

## **JOB OPPORTUNITY WITH TEACH FOR CANADA Vice President of Strategy and Operations (Parental Leave Contract)**

Teach For Canada is looking for a dynamic, hard-working, team-oriented change-maker to lead our Strategy and Operations division.

### **The Basics**

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<b>Job term:</b>	Full-time, contract (parental leave cover)
<b>Hiring salary range:</b>	\$91,600 – \$103,180 per year, prorated to contract duration
<b>Contract duration:</b>	December 2021 – December 2022
<b>Location:</b>	Currently a remote working position due to COVID-19. Successful candidate will be required to report regularly to our Toronto or Winnipeg office, approximately two times per week, once deemed safe by public health guidelines to return to in-person activities.
<b>Application method:</b>	Cover letter and resume sent to <a href="mailto:apply@teachforcanada.ca">apply@teachforcanada.ca</a>
<b>Closing date:</b>	Until filled
<b>ZOOM Interview process:</b>	Intro Interview 1.5-hour interview 1 pre-interview task Virtual office experience
<b>Required Experience:</b>	5+ years of experience in management, finance, HR, operations, or related fields Experience in strategic planning Experience in a management role, with demonstrated skill in creating a high-performance team and coaching team members

### **Our Approach**

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Education in Canada is a success story. Study after study shows that our public schools are among the best in the world. But high overall quality masks deep inequality. Only 48 percent of First Nations youth living on reserve have a high school diploma. In the North, those numbers are even lower. And, too often, teachers arrive in northern First Nations without the preparation and support they need to succeed—and stay—in the classroom. The twin challenges of teacher supply and turnover compound [historical injustice](#) and [systemic inequities](#) to produce a statistical education gap between First Nations and non-First Nations communities.

Teach For Canada is a non-profit organization that works with northern First Nations to recruit, prepare, and support committed educators who will increase student outcomes in the North. This model has been defined by First Nations community partners, our Circle of Advisors, our Board of Directors, and experienced northern educators.



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## **Our Culture**

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Teach For Canada has a supportive work culture and offers a variety of benefits to its team members including 3-weeks of annual vacation, access to mental wellness supports, flexible hours, and team-wide professional development opportunities. In addition to these perks and benefits, Teach For Canada also honours National Indigenous Peoples Day and the National Day of Truth and Reconciliation as statutory holidays; and the last week of every calendar year is paid time off too!

On our team we are fortunate to have a committed, experienced, talented, and humble group of leaders. Together, this team works hard to create meaningful impact. If you're looking for a fast-paced, innovative, energizing, and rewarding work environment, then we want to hear from you!

## **Your Responsibilities**

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The Vice President of Strategy and Operations is responsible for defining Teach For Canada's long-term organizational strategy and managing the day-to-day operations of the organization. You will have three direct reports: Director of Team and Operations, Director of Communications, and Director of Impact and Learning. Specific responsibilities include:

### **Organizational strategy**

- Create a developmental evaluation framework to assess the organization's 5-year strategic plan
- Lead the annual planning and quarterly review processes and ensure that annual plans tie to the 5-year strategy
- Identify challenges and emerging issues faced by the organization and define and execute appropriate strategies to address them
- Act as a strategic advisor to the Executive Director and Board of Directors, including by creating materials for and attending all meetings of the Board of Directors

### **Finance**

- Ensure that Teach For Canada remains financially solvent by forecasting 6-12 months of expenses and revenues at least every month and taking appropriate action for positive cash flow when needed
- Oversee our Finance and Accounting functions to ensure that appropriate reporting, internal controls, and compliance are maintained
- Work with the Director of Team and Operations, the Finance Manager, and Director of Growth and Partnerships to reconcile quarterly and annual financial information
- Oversee the annual financial audit work through any areas of discussion with the auditors
- Ensure that Teach For Canada is compliant with Canada Revenue Agency rules for charities



### **Operations**

- Oversee the Director of Team and Operations in improving Teach For Canada's internal culture, communication, conflict resolution, and decision-making processes
- Oversee all activities of the Team and Operations department including HR (hiring, professional development, performance management), culture, governance, legal, office management, relationship management, tech and administration to ensure compliance with employment and labour laws
- Lead relationship with the LEAP Pecaut Centre for Social Impact, connecting team members with coaching and corporate partner resources
- Lead relationships with external organizations when it will further Teach For Canada's goals
- Lead weekly Directors' meetings to improve coordination of people resources, flag topics for people managers, and facilitate collective problem-solving

### **Knowledge management**

- Work with the Director of Communications and Director of Growth and Partnerships to ensure that organizational results are being communicated to all stakeholders, including donors
- Oversee the Director of Impact and Learning on all activities related to impact assessment
- Encourage team members to reflect on data and connect them with training on tools (e.g. Tableau, Qualtrics, Salesforce)
- Lead the creation of a data and privacy policy and program in line with PIPEDA to protect the organization from cyber-security threats and legal action

### **Leadership**

- Serve as the internal culture ambassador and help maintain a healthy workplace culture
- Serve as a spokesperson on media interactions as needed
- Meet with current and potential donors as needed
- Manage and coach the Director of Team and Operations, Director of Communications, and Director of Impact and Learning to support and advance the goals of the department and the organization

### **Your Fit**

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- **You are respectful of Indigenous cultures and histories.** You have a deep respect for the histories, cultures, and goals of Indigenous communities in Canada.
- **You are a builder.** You are a multi-talented go-getter who has unbridled ambition to create things: policies, structures, multi-year strategies, and more.
- **You are resilient.** You thrive in a fast-moving environment and have a high tolerance for change and ability to adapt.



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- **You are a numbers person.** You are extremely capable with analysis, including financial analysis. You enjoy the scientific method. You love spreadsheets.
- **You are tech savvy.** You are highly proficient with Microsoft Office, Salesforce, and database management. You learn other tech quickly.
- **You are results focused:** You enjoy setting goals and being held accountable for goals. You believe if something is worth doing, it is worth doing right—every single time
- **You are highly organized:** You have strong time management skills and prioritize to plan effectively and meet competing deadlines.

## Application Process

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Please send **one** PDF file containing your resume and cover letter, highlighting the skills and experience you will bring to this role, addressed to Zuzana Balazova at [apply@teachforcanada.ca](mailto:apply@teachforcanada.ca). Only candidates selected to move forward in the hiring process will be contacted.

Teach For Canada is an equal opportunity employer and is committed to building a diverse and inclusive team. As an organization that works with First Nations, we value Indigenous perspectives in the workplace and strongly encourage Indigenous candidates to apply.

Teach For Canada welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the hiring process.

This position involves overseeing the organization's finances, and as such, the successful candidate will be required to apply for and obtain a Criminal Record and Judicial Matters Police Check.