

ORNAC Executive Director



Operating Room Nurses
Association of Canada
Association des infirmières et infirmiers
de salles d'opération du Canada

Date Posted: November 1, 2023

Closing Date: November 15th, 2023

Salary Range: Starting at \$40,000

Shift Type: Part time ~20hrs/week, remote

General Description

The primary role of the ORNAC Executive Director is to be an organizational leader, support the ORNAC Board of Directors, and to facilitate the growth of ORNAC as the voice of perioperative nursing in Canada.

The Executive Director will “be accountable for the direct and actual supervision and charge over the day-to-day operations” (ORNAC Bylaws, 2013) of ORNAC as a not-for-profit organization under the Canada Not for Profit Corporations Act (2009). As a senior leader of a non-profit organization, the executive director is nonvoting and an ex-officio member of all committees. The term ex-officio means by virtue of an office. The Executive Director *may* take an active role on some teams/committees as determined by the board of directors.

The successful candidate will be responsible for, but not limited to:

- Making sure the *not-for-profit* complies with laws and regulations
 - Communication with the board of directors, and members of the association (as directed by the board);
 - Ensuring organizational technology and platforms are used to their best advantage to further the growth of the corporation. These platforms include but are **not limited to**:
 - Video conferencing platforms (Zoom, MS Teams);
 - Financial transactional software (PayPal);
 - Custom Website content management systems;
 - MS Office applications (i.e., Microsoft word, Excel); and
 - Google Workspace
 - Ensuring the availability of resources as required;
 - Facilitate and/or attend online group meetings;
 - Coordinate timely responses to executive, board and ORNAC members who make inquiries regarding the organization;
 - Sending essential documents to the board and members as required;
 - Creating forms/polls at the direction of the board;
 - Assisting with creation of promotional material as directed; and
 - Preparing a summary of work completed, monthly, for the board.
-

ORNAC Executive Director



Operating Room Nurses
Association of Canada
Association des infirmières et infirmiers
de salles d'opération du Canada

Qualifications

Required:

- Demonstrated computer skills-*essential*.
- Excellent written and verbal communication skills.
- Prompt communication-*essential*.
- Manage relationships with all stakeholders.
- Comfortable managing multiple tasks.

Desired:

- Previous experience in a Leadership position.
- Project Management Certificate/Previous Project Management experience
(within last 2 years)-*an asset*
- Bilingual (English and French)-*an asset*.

*Note: The Executive Director will **assume costs** of internet access, mobile phone access, computer hardware and business application software.*

Please direct any inquiries to and/or submit a cover letter and resume to info@ornac.ca
