

ALIES Executive Director - a chance to work on the front lines of the prolife movement in Canada.

We are a ministry to abortion-minded women and men, based in Alberta, that offers its employees meaningful professional connections, ongoing education, and the chance to make a difference in the lives of those we serve.

The Organization: ALIES (the Alberta Life Issues Educational Society) is a charitable organization that promotes life-affirming options in Alberta. We operate the Back Porch, which is located across the street from the abortion clinic in Edmonton. The Back Porch is an 11th-hour ministry to abortion-minded women and men. We also operate other educational ministries in Alberta and offer educational programming to small groups, and larger educational events for the prolife community.

- ALIES expects applicants for this position to be strong communicators, team players, and passionately prolife.
- ALIES believes in boldly sharing the truth about life issues and doing so compassionately.

The Position: ALIES is currently looking for someone to take over as the Executive Director

- The Executive Director position is a full time paid position, with a starting wage of \$47,000 per year. This position includes some health and dental coverage.
- ALIES is an organization dedicated to protecting, supporting, and developing staff members amidst what can be an emotionally difficult context; your mental health is our priority.

Requirements:

- Demonstrable experience in planning, strategizing and management
- Candidates must be well-versed in human resources, financially literate, and organized
- Ability to work in a small office setting, collaboratively in a team, as well as individually
- Strong English communication skills, both written and oral. A second language would be an asset
- Some experience with public speaking, research and writing is preferred
- All candidates must align with ALIES' prolife policies and code of ethics

Responsibilities:

- Planning, strategizing and implementation of the vision of ALIES
- Management of staff in multiple locations, including goal creation, accountability, and coaching
- Responsible for Human Resources management, including recruitment, hiring, training, managing payroll and vacation time, and onboarding/offboarding of staff.
- Maintain financial and donor records, ensure bills are paid on time and track spending, budget, and direct the financial needs of ALIES. This includes creating and implementing a fundraising plan.
- Represent ALIES in the media, with legal representatives, and with the police. Present in small and large groups on life issues as needed.