

Canadian Committee on Antibiotic Resistance
Executive Director
Job Description – April 21, 2008

Summary:

Reporting to the Board of Directors, the Executive Director is responsible for implementing directions and decisions of the Board in a timely manner and leading the day-to-day activities of the Committee.

Deliverables and Responsibilities include but are not limited to:

Managing meetings including those for the Board of Directors, Working Groups and Task Forces; Ensuring that all deliverables under the current contract with the Public Health Agency of Canada (PHAC) are implemented including the National Action Plan to Address Antibiotic Resistance; Managing contractors hired for projects and activities; Preparing and executing a government and public relations strategies; Identifying and pursuing new funding opportunities and Committee activities; Making presentations on key CCAR activities; Updating the corporate web site; Preparing expense claims under the PHAC contract; Monitoring the flow of funds; and Maintaining corporate records and files.

Supervisory Responsibilities include but are not limited to:

Managing contractors and volunteers as they implement CCAR activities; supervising administrative support personnel and the bookkeeper on an as needed basis; Interviewing, hiring, and training both contractors and employees as required; Planning, assigning, and directing work; Appraising performance; Rewarding and disciplining employees as required; Ensuring certain expenses are preauthorized by the Board and PHAC.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education

Bachelor's degree from four-year college or university or the equivalent combination of education, training and experience is required. Minimum five years related experience, preferably in the non-profit environment and in government/public relations or health care sectors. Experience leading volunteer groups as well as supervisory or managerial experience are assets.

Communication Skills

Ability to read, analyze, and interpret common scientific, statistical and technical reports, financial reports, and legal documents. Ability to respond to common inquiries or complaints from government agencies, members, consumers and the business community. Ability to write presentations and articles for publication that conform to prescribed style and format. Ability to effectively present information to health care professionals, public groups, committees and/or boards of directors.

Mathematical Skills

Ability to calculate figures and amounts such as proportions, percentages, interest, area, and volume is required.

Computer Skills

Advanced understanding of Microsoft applications such as Outlook, Word, Excel and Power Point as well as basic understanding of financial control software. Advanced understanding of methods for searching the Internet is required.

Compensation will be commensurate with qualifications and experience.