



Trauma Association of Canada
Association Canadienne de Traumatologie

Executive Director-Trauma Association of Canada (TAC)

Are you looking for a part time job, working from home anywhere in Canada? Do you enjoy working to support the work of a volunteer Board of Directors, managing the day-to-day operations of a small Not-for-Profit Professional Health Care Association? Do you like flexible working hours and an opportunity to travel when needed? Do you have your own business and are looking for contractual work?

The Trauma Association of Canada (TAC) is looking for a **part-time (0.8 fte)** person (contractual agreement) who has some flexibility for working hours (occasionally evening work required for meetings) to support the Directors who are located across Canada.

About TAC

TAC was established in 1983 for the purpose of improving trauma care in Canada. It is committed to reduce the incidence and relieve the burden of injury by bringing together a community of multidisciplinary trauma professionals involved in the care of the injured patient. The vision of TAC is to ***“improve the lives of all those affected by or at risk of traumatic injury.”*** What makes TAC unique is that it is the only multidisciplinary professional association in Canada focused solely on the care of injured patients. Its members represent professional health care providers who care for trauma patients from the time of injury and through their journey of care and recovery. In addition, TAC has an injury prevention focus through an active Injury Prevention committee. With nearly 500 members, TAC is a small but growing association, representing many health care providers such as physicians, surgeons, nurses, paramedics, and other allied health care providers with an interest in trauma care. Trauma data registry/health information specialists round out its membership.

The Executive Director Role

Reporting to a 12-member Board of Directors via the President, the Executive Director (ED) is responsible for the day-to-day management and operations of the Association and to support and advance the work of the Board/Association. The ED works with a Web Support Specialist (who maintains and develops the website) and a conference logistics coordinator (who does the detailed conference logistics planning). The successful candidate would provide their own office infrastructure (expectations to be discussed with candidate).

Hours of Work

This is a **0.8 contractual position**. No benefits are provided. The position will appeal to someone who is seeking a very flexible work arrangement to support TAC, from your already established home office. The ED maintains office hours from Monday to Friday to respond to emails or telephone inquiries but otherwise the hours of work are self-managed. The work of the Association has a “seasonal” ebb and flow to it with May to September being the least busy time for the ED. When worked over the year there will be times when worked hours are less than 0.8 (summer) and other times when a full-time presence is required (in general this occurs from January to April leading up to the annual conference). Salary would be “smoothed” over the year and paid monthly by invoice. Some travel is required minimally once/year to be on site at the annual conference, which rotates to various cities in Canada.

The ED plans and manages their own workload, and schedules activities so that deadlines and objectives are met. Must be able to demonstrate flexibility in daily work requirements and adjust to changing priorities as needed.

Position Summary

As a team player, working with the Board, or Committees/Sub-groups of the Association, the ED will participate and help as required in the planning, organization and leadership expected to ensure the Association's vision and mission objectives are achieved, plans fulfilled, and member needs met.

The Executive Director is the chief staff person, and, with the Board's Finance & Risk Management Committee, is responsible for the development, monitoring, and reporting on the financial affairs of the Association, including but not limited to, creation of an Operations and Conference budget, budget variance analysis reports, contract negotiation and management, and risk management identification and mitigation. The ED supports the governance of the Association.

As the primary contact for members, the ED is responsible and accountable to provide leadership in all aspects, services, and activities of the Association to enhance the membership experience.

The ED works to cultivate new sponsors and maintain effective relationships with current sponsors.

Works collaboratively with other Associations and partners, to foster, maintain and advance mutually beneficial relationships.

Desired Experience & Qualifications

The successful candidate will be an experienced leader with the talent, passion and relevant work experience that will enable them to work independently and remotely to support the work of the Board of Directors and advance the strategic priorities of the Association.

Previous Association Management/Conference Planning experience is an asset as is experience working with a Board of Directors.

Strong written and oral communication skills. English is essential. French is a definite asset.

Membership with the Canadian Society of Association Executives is an asset.

Must have strong knowledge of Microsoft Office, Word, Excel, and Power Point skills. Experience with MemberPress membership database management is an asset but can be learned on the job.

Salary

\$50,000 (with annual increments based on performance). Contractor will bill TAC monthly.

Application Process

To apply, candidates will email their resume and cover letter to Dr Andrew Beckett, TAC President at info@traumacanada.org

Deadline to apply is June 30, 2022. Applications will be acknowledged when received and candidates advised if they would proceed to an interview process in mid to late July with a start date to be negotiated. Orientation to the role will be provided by the current ED.