



Job Opportunity – Ethiopian Association KW & Surrounding Areas

Posted Date: May 2, 2025

Job Title: Executive Director

Job Type: Part-time (20 hours/week), 12-month contract

Reports To: Board of Directors

Salary/Hourly Rate: \$35 - \$40/hour

Vacation: Two (2) weeks (40 hours)

Other Benefits: Mileage reimbursement at 42 cents/km

Location: Kitchener-Waterloo, ON (Hybrid)

Start Date: June 9, 2025

Description

Do you want to make a meaningful difference in the lives of people in your community? The Ethiopian Association of Kitchener-Waterloo & Surrounding Areas is seeking an energetic and experienced leader with a passion for community service, relationship-building, organizational development, and revenue generation.

In collaboration with the Board of Directors, the Executive Director (ED) will lead the association through a period of transformation—evolving from a volunteer-led (grassroots) association into a more structured and impactful community organization that continues to engage volunteers while fully utilizing its nonprofit status to better support its members.

As the association marks its 30th anniversary, it reflects on a journey marked by both challenges and opportunities, including periods of reduced activity. Over the past three years, with the support of the Region of Waterloo's upstream Capacity Building Fund, the association has focused on training and laying a strong foundation for long term success. The ED will build upon this foundation to shape the next phase of growth, strengthen organizational capacity, responding more effectively to community needs, and deepening the associations overall impact.

The Organization

The Ethiopian Association of Kitchener Waterloo & Surrounding Areas strives to enhance the quality of life of Ethiopians and Ethiopian Canadians living in the Waterloo Region. It promotes community-based, culturally relevant events, programs, and services that support families, children, youth, seniors, and professionals.

The Role

The Executive Director (ED) will champion the community and serve as an advocate, providing strong leadership while overseeing operations, finances, programs, staff, and volunteers. The ED will work closely with the Board of Directors to build organizational capacity by developing policies and procedures that strengthen the association. Additionally, the ED will focus on securing long-term, sustainable funding, establishing culturally relevant programs and services, and collaborating with partners to advance the association's mission. This is a part-time, hybrid position, requiring some days at a community center and others working remotely from home.

The ED will be primarily responsible for managing and delivering community services, programs, and events, including engaging and supporting volunteers, driving membership, and expanding the



association's presence and visibility within the Ethiopian-Canadian community. This also involves fostering engagement and advocacy, strengthening community partnerships and donor relationships, and enhancing access to resources. Additionally, the ED will lead the development of policies, tools, and communication strategies to ensure effective operations and long-term sustainability.

Job Responsibilities

Leadership & Governance

- Provide leadership, unity of purpose, and clear direction to advance the organization's mission.
- Provide strategic leadership in collaboration with the Board of Directors.
- Guide the organization through transformation and growth.
- Foster an inclusive, ethical, and team-oriented culture.
- Facilitate team-building, open communication, and positive working relationships.

Operations & Administration

- Oversee day-to-day operations and ensure alignment with organizational goals.
- Develop and implement effective policies, procedures, and internal systems.
- Ensure legal, financial, and regulatory compliance.

Program & Service Delivery

- Manage and deliver culturally relevant programs, services, and events that reflect the needs of the Ethiopian-Canadian community.
- Ensure alignment with board priorities and community feedback.
- Support the development of skills among staff, volunteers, and participants.
- Monitor, evaluate, and improve programs to maximize community impact.

People Management

- Recruit, onboard, supervise, and support staff and volunteers.
- Conduct performance reviews and provide coaching and feedback.
- Promote teamwork and leadership across committees and volunteer roles.

Fundraising & Financial Oversight

- Develop and manage budgets in partnership with the Board and bookkeeper.
- Identify and pursue funding opportunities, including grants and donations.
- Maintain relationships with donors and funders; manage reporting requirements.

Community Engagement & Communications

- Expand visibility and presence within the Ethiopian-Canadian community.
- Represent the organization at events and in public/media communications.
- Manage membership, social media, website, and promotional content.

Required Qualifications

- 3–5 years of progressive leadership or management experience, preferably in a nonprofit or community-based setting.
- Bachelor's degree or college diploma in Business Administration, Social Services, Nonprofit Management, or a related field; equivalent experience will be considered.
- Proven success in program planning, development, implementation, and evaluation.



- Experience working with a nonprofit board of directors and providing strategic guidance.
- Demonstrated success in grant writing, fundraising, and donor stewardship.
- Experience in strategic and long-term planning, organizational development, and risk management.
- Strong financial acumen with experience managing budgets, operations, and reporting.
- Strong leadership and team-building skills with the ability to foster an ethical, inclusive, and collaborative workplace culture.
- Excellent written and verbal communication skills in English; fluency in Amharic is a strong asset.
- Effective interpersonal and relationship-building skills, including with community partners and stakeholders.
- Ability to manage change initiatives and lead during times of organizational growth or transition.
- Skilled in conflict resolution, decision-making, and handling confidential information with discretion.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and familiarity with digital communication tools.
- Self-motivated, energetic, and passionate about community service and cultural engagement.
- Strong organizational and time management skills, with exceptional attention to detail.
- Critical thinker with the ability to manage competing priorities and assess complex situations.
- Committed to serving diverse community needs and fostering equitable access to programs and services.
- Customer service-oriented with a friendly and professional demeanor.

If interested, please email your cover letter stating what makes you the perfect candidate for this position, and your resume directly to info@eakw.ca by **Friday, May 23, 2025, 5 PM** Eastern Time. Preference will be made to someone living in Waterloo region.