

## **DIRECTOR OF CORPORATE SERVICES (13-month term)**

The Saskatchewan School Boards Association (SSBA) welcomes innovative, strategic thinking leaders who can appreciate working in an environment that provides work-life balance.

The Saskatchewan School Boards Association (SSBA) is seeking a temporary Director of Corporate Services for a 13-month term with an expected start date of August 1st, whose primary responsibilities will be to support the departments in managing their administrative and financial needs and supporting the management team to ensure the various departments of the SSBA are working strategically, cohesively and creatively. Reporting to the Executive Director, the term Director of Corporate Services will:

- Supervise day to day operational and financial needs
- Manage and oversee building management
- Oversee efficient and consistent IT services across all departments
- Lead and manage the Administrative Assistant support team in response to changing priorities of the SSBA
- Manage and oversee the annual operating and capital budget process for the Association
- Support and contribute to the development of the organization's goals, vision, and strategic planning
- Participate as a member of the Senior Management team in establishing an annual SSBA business plan, ensuring collaborative, positive working relationships between all departments

The ideal candidate will possess excellent interpersonal and collaborative skills and will bring the knowledge and skills for this position obtained through a CPA (CA, CMA, CGA) designation or Master's degree in Administration or demonstrated equivalent education and several years of relevant work experience, including management, business and accounting experience. Strategic planning and leadership abilities would be an important asset.

The SSBA offers a competitive salary with health benefits, pension, and professional development opportunities.

The SSBA is committed to workplace diversity and encourages a culture of teamwork and flexibility.

Interested individuals are invited to **submit a resume and cover letter for the position of Director of Corporate Services by email to the attention of April Blondeau, [ablondeau@saskschoolboards.ca](mailto:ablondeau@saskschoolboards.ca) by 12:00 midnight Monday, May 22, 2017.** See our website for more information about the SSBA.