



**Now Hiring! Executive Administrator / Acting ED
(6 months)**

Hiring Organization: [PEGASUS Institute](#)

Application Deadline: Until filled

Start Date: As soon as possible

Pay Rate (per hour): Depends on experience \$25-\$30/ hour

Job Type: Contract – 6 months, with possibility of continued work with the organization beyond 6 months

Location: PEGASUS Institute operates Virtually. Particular events may take place in-person at various locations across Canada.

Hours of Work: Generally during Monday- Friday 9:00 AM-5:00 PM Eastern flexible with occasional responsibilities weekends and evenings. 17-20 hours per week

PEGASUS INSTITUTE

[PEGASUS Institute](#), a non-profit organization that envisions a world where peaceful interaction provides for sustainable global health. The mission of the organization is to promote equity, justice and global health in its nexus with peace and environmental sustainability through interactive fora to share research, education, field experiences, and policy.

EXECUTIVE ADMINISTRATOR/DIRECTOR (MATERNITY LEAVE)

[PEGASUS Institute](#) seeks an Acting Executive Director to fill a temporary maternity leave contract. The Acting Executive Director will lead the organization and continue its work with local and national partners and networks. The position will commence in early April 2023.

Reporting to the Board of Directors and working closely with the President, responsibilities of the Acting Executive Director include:

STRATEGIC LEADERSHIP

- Execute the PEGASUS Institute 2021- 2023 Strategic Plan
- Follow, execute and expand upon the existing operational plan
- Plan for and attend a one-day strategic planning workshop with Board Members and other stakeholders to produce the Institute's strategic plan for 2024-2026
- Evaluate and explore new partnerships, programs plan and communications plan where relevant to successfully implement the strategic plan

PROGRAMMING SUPPORT

- Ensure the smooth and accountable operation of PEGASUS Institute's existing programs, program partners, networks and commitments
- Ensure timely, cumulative strategic benefit realization of all PEGASUS Institute projects and programs (Virtual Event Series, Wolfe Island Event, CMF Refugee Health Professionals, Summer Institute with McGill University, Research projects (GBV, Indigenous Policing, Environmental Toxins) etc.
- Develop, monitor, and report on PEGASUS Institute programming and create and execute program plan and schedule
- Provide oversight, coordination, and management of program components
- Monitor and respond to decisions, issues, and risks at the program level
- Track, document and monitor project and program budgets and quality of all program components
- Ensure Network happenings, activities and developments are moving along well and contact lists are kept up to date
- Assist Networks in seeking funding and program development opportunities.

RELATIONSHIP BUILDING & MANAGEMENT

- Meet with and explore opportunities with current and potential funders and partners
- Interact with funders, donors, volunteers, network leadership and community at large
- Develop outreach to engage students and young professionals (studentships, practicums, placements, academic partnerships, etc.)

BOARD DEVELOPMENT

- Provide professional support to the Board of Directors
- Keep the Board informed of major decisions, updates and news
- Plan, host and report on monthly Board of Directors meetings (including developing the formal meeting minutes and agenda
- Provide the board with the resources it needs to incite change and promote growth.
- Participate in a joint approach to organizational growth and strategic planning
- Develop, maintain, and support a strong Board of Directors; serve as ex-officio of each committee; seek and build board involvement with strategic direction for operations.

OPERATIONAL RESPONSIBILITIES

- Follow up with legal and registrational processes such as non-profit and charitable status affairs.
- Provide supervision, leadership, and guidance to practicum students.
- Manage and respond to all incoming and necessary outgoing communications.
- Schedule and organize of organizational meetings (internal and external)



- Documenting all meetings via production of meeting minutes and notes
- Maintain saving, storing, organizing and maintaining organizational files and documents on an online drive.
- Coordinate insurance coverage for Board of Directors and the organization
- Serve as first point of contact for the organization
- Develop databases, organize and construct documents
- Develop organizational policies and procedures.
- Prepare all partnership agreements and memorandums of understanding
- Develop, organize and edit presentations and slideshows

FUNDRAISING & COMMUNICATIONS

- Expand revenue generating and fundraising activities to support existing program operations and program expansion. This includes drafting fundraising proposals, seeking out funding opportunities and liaising with potential donors.
- Work with the PEGASUS team to develop, maintain, deepen and refine all aspects of communications. This includes drafting and sending out email communications, developing and posting to social media, developing and updating the PEGASUS Institute website
- Utilize external presence and relationships to garner new opportunities.
- Establish new relationships with the funders, as well as political and community leaders to support future program development
- Communicate with the Francophone and Latin American Networks as well as the Emerging Leaders Network on a regular basis to support their operations and relay information to the wider Network.

MARKETING, SOCIAL MEDIA & WEB DEVELOPMENT

- Guide PEGASUS team in the development of content to increase community engagement online (social media, web, email communications).
- Inform update of the PEGASUS Institute Website
- Keep up to date with domain registration and licencing.

EVENT MANAGEMENT

- Organize, develop and implement Canadian Medical Foundation funded Refugee Health Professionals events
- Organize, develop, and implement the Institute's 2023 Strategic Planning Workshop for the development of the 2024-2026 Strategic Plan
- Organize, develop and implement external presentations and engagements

RESEARCH

- Develop research projects, studentships, partnerships and proposals
- Seek funding for research projects, studentships and draft respective budgets

Our successful candidate will be a go-getter, an individual excited by the opportunity to execute PEGASUS Institute's core and project -based programs, and to be a part of its growth and evolution as a valued contributor to global health, peace and environmental sustainability. This individual will be prepared and willing to take an active role in all aspects of the business as needed to ensure success.

The successful candidate will have:

- Capacity to continue the innovative and entrepreneurial approaches to organizational development
- Ability to manage PEGASUS Institute's human, administrative and financial resources, programs and activities
- Experience working with non-profit, academic and/or community programs.
- Experience working with diverse communities, including Indigenous communities, immigrants and refugees as well as other equity deserving communities and or with international organization and capacity in different languages and cultures.
- A demonstrated commitment to improving the health and wellbeing of all, especially for culturally diverse, underserved and equity deserving individuals and communities through education, advocacy and an active social movement for change.
- Experience in developing and initiating new programming ideas and service delivery models in partnership with key stakeholders such as the public sector, academic institutions, non-profit, health system partners, and private industry.
- Experienced with building, supporting, and managing strategic collaborative partnerships, relationships, and collaborations; and developing, facilitating, executing, and evaluating events, workshops, collaborative meetings, discussions, presentations, and programs of various sizes with socially, economically, linguistically, and culturally diverse clientele.
- Sound understanding of the multidimensionality, complexity and intersectionality of health and its interlinkages with peace, environmental sustainability and other social determinants of health
- Demonstrated ability to manage, facilitate, evaluate and report on complex projects of various sizes with multiple partners and stakeholders.
- Skilled in qualitative and quantitative research, monitoring and evaluation as well as data collection, manipulation, outcome measurement and reporting for programming, academics and community assessment.
- Skilled at leading and working collaboratively with teams in a fast paced environment that requires the ability to adapt quickly to change.
- Strong interpersonal, written communication and presentation skills, and able to develop strong professional rapport quickly in a variety of social and cultural contexts.



- Dynamic, innovative, creative, excellent critical analysis, appraisal, and decision making skills.
- Professional, organized, action oriented, ambitious, flexible, and motivated in work activities.

HOW TO APPLY

PEGASUS Institute is an organization that is working to embed the values of individual and group differences within its working environment. We value diversity of backgrounds and perspectives of our staff, members, networks and partners. Indigenous peoples, people of colour, those from equity deserving communities and people across the spectrums of gender, sexuality, age, and abilities are encouraged to apply.

If you have questions or concerns about accessibility throughout the hiring process, please email: pegasusinstitute2020@gmail.com.

Please email your resume with a one to two page cover letter outlining why you are the person for this position and address it to Chloe Eward and the PEGASUS Institute Board of Directors, pegasusinstitute2020@gmail.com. No phone calls please.

This is a contract position.

Application Deadline: April 1st, 2023, or until the right candidate is found.