

## **Associate Executive Director Position**

Christian Educators of BC (“CEBC”) is a member-based, professional service organization that serves the needs of Christian educators working in independent Christian schools across British Columbia. Our mission is to support and strengthen Christian educators so they can thrive in their practice. We are seeking a part-time Associate Executive Director who can work alongside the Executive Director and Board of Directors in further advancing the goals and service profile of the organization.

## **Job Profile**

### **Position Summary**

The Associate Executive Director is a growing position that is ideal for an individual who is self-driven, intuitive, and collaborative, as well capable of independent, executive decision-making. This person is a mature follower of Christ who keenly understands Christian education, its unique context and challenges. They understand CEBC’s vision and values and makes decisions that both align with and flow from them. They are experienced team leaders who provide counsel, oversight, talent management and development.

The Associate Executive Director works alongside the Executive Director and the Board of Directors in completing objectives related to the organization’s professional development and strategic conflict resolution initiatives.

The Associate Executive Director works within a flexible, hybrid work arrangement requiring some travel, and on-site days at the office in Langley, BC.

### **Relationships**

The Associate Executive Director reports directly to the Executive Director and develops relationships with members of the Board of Directors, the Administrative Assistant, Director of InspirED, appropriate committee members, and other stakeholder and related associations, including the Society of Christian Schools in BC.

### **Job Requirements include:**

- committing and adhering to CEBC’s Statement of Faith and Community Standards
- communicating in a professional manner with an accomplished understanding and application of the English language
- demonstrating commitment to Christian education and the work of non-profit organizations
- ability to work in Canada

- is flexible and open to the possibility of intermittent travel throughout BC

## **Professional Development Coordination and Conflict Resolution Management Requirements**

**The ideal candidate will also have the following qualifications:**

- Masters in Educational Leadership or equivalent education and/or experience
- minimum 5 years leadership experience
- professionally certified BC teacher
- minimum 5 years' experience working in a BC independent Christian school
- supervisory experience, especially in conflict resolution or conflict coaching
- experience and/or training in instructional leadership or instructional coaching
- human resource management training and/or equivalent experience

## **Duties and Responsibilities**

Duties and responsibilities of the position primarily include two areas of service for members: professional development coordination and conflict resolution management.

### **1. Professional Development Coordination**

#### **i. InspirED Convention**

- attend regular convention planning committee meetings
- Oversee Director of InspirED's role (includes committee members, Event Planner, budget, communications with CEBC Board, members and administrators, social media)
- Attend and assist at InspirED convention

#### **ii. Cohorts**

- coordinate cohorts with SCSBC's professional support networks
- determine new cohort foci
- plan and hold regular cohort gatherings
- maintain and update cohort database

#### **iii. International Service and Learning**

- oversee International Service and Learning applications, communications, reports, funding

#### **iv. Cross-Cultural Learning**

- oversee cross-cultural Christian worldview experiences, communications, reports, funding

v. Christian Educator's Journal

- promote the CEJ, solicit articles, highlight members' articles

**2. Conflict Resolution Management**

- work one-on-one with members needing coaching
- respond to requests for mediation and assist with external mediation process

**Hours and Salary**

The associate executive director is a growing position whose work focuses around dates relating to the school calendar, InspirED convention, committee meetings, regional professional development days.

- This 0.40 FTE position will start at 16 hours a week with potential room for annual growth as the organization continues to expand and develop
- Starting annual salary is pro-rated and based on the candidate's corresponding salary listed in the SCSBC Compensation Report teacher's grid
- Anticipated salary range is between \$26,608 and \$38,802
- Benefits and pension packages where eligible

**Please submit the following documents upon application:**

- CV
- Statement of Faith
- Professional portfolio with two or three samples of your publications and work
- Three professional references

\* Application package can be sent to:

**CEBC Associate Executive Director Selection team**

C/O Tricia Warkentin, Executive Director –

[tricia.warkentin@christianeducators.ca](mailto:tricia.warkentin@christianeducators.ca)

**APPLICATION DEADLINE:** July 31, 2026

*\* Please note only short-listed candidates will be contacted.*