



EMPLOYMENT OPPORTUNITY

Job Title: Executive Director (Permanent, Full-Time)

Organization: BC Association of Social Workers

Location: Vancouver, BC

Hours of Work: 35 hours a week average (dependent upon workload), some evening and weekend hours required

Compensation: \$90,000 - \$110,000 (commensurate with qualifications and experience), 7% in lieu of pension, benefits paid by employer

Anticipated Start Date – July 2025

Closing Date: June 13, 2025

About the BCASW

The **BC Association of Social Workers** is the professional association for social workers in BC. Its role is to provide services and support to its members, and to be a strong voice for both the profession and social justice.

With the planned retirement of the current Executive Director, BCASW is seeking a creative and innovative leader who will provide strategic leadership, support operational effectiveness, and promote growth of the organization during this exciting time.

Description of Position

Reporting to the Board of Directors through the Executive Committee, the Executive Director is an experienced and skilled leader responsible for the implementation of the agency's strategic plan and policies, and ensures that the Association's overall vision, mission, goals, and objectives are achieved. The ED provides leadership to a small operations team and ensures that all staff and volunteer activities align with the four strategic goals of the organization:

- 1) Advocacy for social justice
- 2) Promotion of the profession and practice of social work
- 3) Service to the members of the BCASW
- 4) Strengthen the Association

The ED does this through effective financial and staff/volunteer management; and organizing, planning, and providing support to the Board and its Committees. The ED fosters relationships with key interest holders and partners within the BC Government, Provincial Ministries, and across the health and social service sectors. Working closely with the President, the Executive Director is responsible for communication within the Association. The ED is also responsible for representing the Association externally to other organizations, government, the media and the public at large.

Key Responsibilities

1. Forge a constructive, trusting partnership with the Board to create an aspirational vision and strategic plan.
2. Builds and develops collaborative teams comprised of interest groups, staff, and volunteers both internally and externally.
3. Establish a reporting system that delivers timely, regular, and reliable reports on performance in financial, operational, and project matters. Using these key performance indicators, provide the board and management with an accurate assessment of the strategies, and financial and operational status of the Association.
4. Provide support for Annual General Meeting planning and other reporting requirements as defined by the Societies Act.
5. Ensure that the Association complies with all applicable legislation including the Societies Act, the Lobbyist Act, and others.
6. Develop, implement, and maintain programs, projects and services to meet member needs and accomplish organizational goals.
7. Ensures that all operational infrastructure – such as, information technology – is maintained and in good condition; recommends upgrades to the board as appropriate.
8. Manage the financial business of the Association according to Board policies and within the Board-approved budget.
9. Responsible for internal and external communications with staff, the Board of Directors, branches, the BC College of Social Workers, schools of social work, and provincial and national social work associations.
10. Represent the Association to external interest holders and at public and professional functions.
11. Collaborates with the Canadian Association of Social Workers and other provincial professional social work organizations.
12. Other related duties, as required.

Qualifications

- Master of Social Work degree (minimum).
- Registered Social Worker.
- Current membership in professional association for social workers
- 5-7 years of progressive leadership experience.
- Significant social work practice experience in both front line and supervisory roles.
- Working knowledge of communications and office software programs and platforms

- Excellent communication, organizational skills, and interpersonal skills.
- Experience in media and government relations is also an asset.

Please submit your cover letter and resume in MSWord or PDF format to the:

Executive Director Search Committee c/o bcaswpresident@bcasw.org