Expression of Interest - Candidates
EXECUTIVE DIRECTOR
CENTRE FOR EQUITABLE LIBRARY ACCESS (CELA/CAEB)

A sub-committee of the Board of Directors of the Centre for Equitable Library Access has been tasked with determining the market interest in the soon to be vacated position of Executive Director. The incumbent is leaving the organization to be the CEO of a large urban public library and will remain as a resource during transition.

Interested individuals and/or organizations are encouraged to submit an expression as outlined below.

The Board is open to a secondment or non-traditional arrangement. The staff are decentralized and thus there is no requirement to be based in the Greater Toronto area. A successful candidate could be hosted by a public library; and will likely develop some local administrative and accounting support structure.

The job descriptions and operating requirements are below. Please submit or ask questions of the sub-committee through jobs@CELAlibrary.ca

JOB DESCRIPTION - EXECUTIVE DIRECTOR
CENTRE FOR EQUITABLE LIBRARY ACCESS (CELA/CAEB)

The Centre for Equitable Library Access is seeking an Executive Director to act as the service lead of the organization and will possess a strong track record in organizational development and a passionate commitment to ensuring equitable access to alternate format materials for Canadians with print disabilities through public libraries.

The Executive Director will be the driving force behind this organization and will need to hold a wide diversity of skills and experiences to ensure success.

KEY ACCOUNTABILITIES
This hands-on leader will help move the organization to ongoing operations, working with the Board, staff, partners, and libraries to raise the profile, use, and efficiency of the organization. Specific responsibilities include, but are not limited to the following:

- Managing a virtual office with 5 FTE, and 1 PT Communication Manager and Bookkeeper on contract
- Responsible for all organizational fiduciary and human resource obligations
- Maintaining an overall strategy for CELA service development and provision in concert with the Board, Committees and Stakeholders

EXPRESSION OF INTEREST 2019
Serving as primary point-of-contact with partners, including CNIB, BAnQ, BookShare and other content providers
Alongside the Board Chair, serving as a spokesperson for CELA with stakeholders and partners
Working with the Board to maintain and refine a sustainable financial model
Managing and leading Federal and Provincial/Territorial Government relations
Developing policies and processes for service delivery and provision
Providing support to the Board and Board Committees
Developing and implementing various strategies with regards to communications, service provision, collection development, etc.
Canada-wide travel is a requirement of the position.

KEY SKILLS and EXPERIENCES
C-level leadership
Multi-level government relations
Budget and Human resource management
Training as a spokesperson
Non-profit organizational and administrative – as a volunteer and/or staff member
Significant and direct experience with the Canadian library community – preferably the public library sector
People management experience; preferably in a decentralized model
Strong technology skills – particularly around communication and virtual interaction
French/English bilingualism a definite asset
Personal experience with a print disability is an asset; and/or CELA or equivalent organizations working within Canada.

ABOUT CENTRE FOR EQUITABLE LIBRARY ACCESS (CELA/CAEB)
Launched in 2014, CELA, national non-profit organization established by Canadian public libraries to produce and provide access to materials in alternative formats for Canadians with print disabilities. CELA provides collections and access services to public libraries, enabling them to serve patrons who have a visual, learning or physical disability that prevents them reading standard print. CELA is a public library partnership organization governed by a Board made up of public library representatives from across Canada and is supported by the Canadian Urban Libraries Council (CULC), CNIB (the Canadian National Institute for the Blind) and a multitude of consumer organizations representing Canadians with print disabilities.

CELA enjoys provincial, territorial and municipal support across Canada. We have funding agreements in place with the governments of Nova Scotia, New Brunswick, Newfoundland Labrador, Prince Edward Island, Ontario, Northwest Territories, Alberta, Saskatchewan and Yukon. In addition, 33 libraries or library
systems subscribe directly. We also have an in-kind agreement with the national library of Quebec.

Together, our partners and funders champion the fundamental right of Canadians with print disabilities to access reading materials in a format of their choice.

COMPENSATION
The Board of Director’s is open to a variety of employment/contract arrangements including an initial secondment; employment contract; and/or a full-time employment arrangement. The compensation range will be commensurate with experience. Benefits negotiable.

TO EXPRESS YOUR INTEREST IN CONSIDERATION
Please submit electronically to the sub-committee, a cover letter, CV and any other relevant documents and experiences by July 30, 2019. Telephone and/or video interviews/discussions will take place the week of August 5th. Ideally candidates will start on Tuesday after Labour Day – though negotiable.

SUBMIT TO: jobs@CELALibrary.ca or emplois@bibliocaeb.ca