



- Date Posted:** May 15, 2017
- Position Title:** Executive Director of VJLS-JH
- Location:** Vancouver Japanese Language School & Japanese Hall  
487 Alexander Street, Vancouver
- Hiring Range:** Competitive wage based on qualifications
- Placement:** JULY 2017
- Terms:** Full time, with 3 month probationary period; benefit package provided
- Reports to:** VJLS-JH Board of Directors
- Background:** Established in 1906, the ***Vancouver Japanese Language School and Japanese Hall*** is a 111 year-old non-profit volunteer run community organization, committed to the values of education, culture and community. It is located in the Powell Street area of the Downtown Eastside of Vancouver which has considerable historic significance to the Japanese Canadian community. The organization is comprised of (1) VJLS which offers Japanese language classes from kindergarten to adults; (2) Kodomo no Kuni (Children's World) which offers day care services and Japanese immersion preschool to children 2 ½ to 5 years of age; and (3) Japanese Hall which is a large, multi-use facility that is utilized regularly for School activities and events as well as a wide range of rentals. The organization takes active leadership in relevant issues affecting the local neighbourhood and the Japanese Canadian community.
- Nature & scope:** This new position is a unique opportunity to be an integral part of a growing and vibrant cultural organization whose mandate is to support staff and volunteers in providing outstanding programs and services to our member, students, community partners and the public at large. The ED will work closely with the Board of Directors to develop organizational capacity and strategic objectives and to manage VJLS-JH's operations, programming, human resources, finances, and community relations.
- The ideal candidate will have the following qualifications:**
- strong leadership, organizational and communication skills,
  - fluent written and oral communication in English; fluency in Japanese a strong asset
  - a strong interest in Japanese culture and Japanese Canadian History,

- a minimum of 7 years of experience in a senior leadership role in a non-profit environment with a strong understanding of finance and measures of performance,
- demonstrated ability to manage grant-funding and oversee fundraising projects,
- sound computer skills including advanced Excel
- Criminal Record Check required; first aid certification a strong asset
- Ability to work flexible hours including evenings and weekends

For more detailed information regarding the position, we encourage you to contact [board@vjls-jh.com](mailto:board@vjls-jh.com).

**Application Process and Deadline:**

Please apply by emailing your resume and cover letter describing your interest and qualifications to [board@vjls-jh.com](mailto:board@vjls-jh.com) with subject title: **ED application**. Deadline for submission is **Friday, June 16, 2017 5 PM PST**, no exception.

Thank you for your interest and application. Only short-listed candidates will be contacted.