

ATLE seeks Executive Director

Alberta Technology Leaders in Education (ATLE) is a non-profit society founded in 2006 as an association to address professional learning needs related to the three pillars of learning, technology, and leadership within K-12 school jurisdictions in Alberta. Our dynamic membership consists of K-12 leaders, teachers and support staff from jurisdictions across the province.

We are currently in search of an Executive Director to guide us through our next phases of growth as we seek to serve member jurisdictions across the province through enabling their use of technology in education.

The ATLE Executive Director is an exciting dynamic position that involves logistical coordination, board governance, strategic planning and stakeholder communication.

The role of the Executive Director includes:

- Managing operational logistics of daily association activities, in coordination with other part-time staff and contractors. These activities include supporting the many in-person and virtual professional learning opportunities that are initiated by ATLE or in partnership with strategic stakeholders around the Province. This includes our annual Convergence conference attended by members, education stakeholders, and vendors across the province.
- Communicating regularly with members and member school jurisdictions about the various activities of ATLE.
- Collaborating with the ATLE Board of Directors to build relationships and long-term vision of the Society through regular attendance at monthly board meetings and annual in-person board retreat.
- Establishing and maintaining existing strategic relationships and partnerships with other stakeholder organizations (CASS, ASBOA, Alberta Education, Cybera, ISTE, COSN, etc.)
- Management of ATLE contractors.

Specific Skills and Experience Required

- Able to work with minimal supervision, and disciplined to carry out the complicated logistical needs of the organization. These include, but are not limited to contract management, facility bookings, organization of presenters, membership management, contracts, food services, registration systems, payment processes, and communications.
- Exceptional communication skills in with members, sponsors, and stakeholder organizations, acting in a transparent manner to support the membership and goals of ATLE.
- Ideally, the candidate will have experience working in some capacity in K-12 education in the Province of Alberta.
- Strong technical proficiency in modern cloud applications (Office 365, Google Workspace, membership management software) as well as using technology in general for collaboration and communication.

- Ability to work with a diverse community of educators, technical staff, and leaders.
- Working with a non-profit Board, including an understanding of governance and Board processes.
- An understanding of basic financial processes involved in running a non-profit association

This is a hybrid position with approximately 80% working from home, and while the expected hours are full-time during business hours, allocation throughout the year is negotiable. Travel will be required around the province from time to time for in-person meetings and attendance at ATLE hosted professional development events.

Please send resume and cover letter to:
Barry Scheelar
president@atle.ca

Submission Deadline:

While the position will remain open until a suitable candidate is found, applications received before June 30th will receive priority.

Compensation

\$60,000-\$70,000.00 annually.