

## **EXECUTIVE DIRECTOR: ONTARIO ARCHAEOLOGICAL SOCIETY**

### **PART-TIME CONTRACT POSITION**

#### **GENERAL JOB DESCRIPTION**

The Executive Director reports to the President and assists the Board of Directors in advancing the general objectives of the Society, as well as specific goals set forth in the current OAS Strategic Plan.

#### ***Qualifications***

The Executive Director will play an active role in advancing the Ontario Archaeological Society's mandate to promote the ethical practice of archaeology.

The individual will have the following qualifications:

- A Master's degree in archaeology, preferably in Ontario
- At least 3 years of recent direct work experience in the archaeology sector in Ontario, and preferably R-licence eligible
- Understanding of all the current legislation and policy that pertains to archaeological heritage in Ontario
- Demonstrated abilities in networking between organizations and individuals
- Proficiency in a wide range of computer applications, including MS Office Suite, cloud-based sharing software, database software and Adobe pdf editing software

The individual will have the following specific abilities:

- Be able to promote reconciliation through establishing relationships with representatives from Indigenous organizations
- Be an excellent writer capable of producing compelling grant applications
- Be able to promote the ethical practice of archaeology through traditional and social media
- Be able to draft clear, coherent responses to issues arising in the heritage industry in Ontario
- Be able to work with membership software and generate reports
- Be able to work independently
- Be able to take direction and work efficiently in collaboration with the Board of Directors
- Be able to work with the Treasurer to ensure that the Society finances are well managed (including playing an active role in grant-writing and fundraising)

#### ***General Duties***

Promote an understanding of archaeological heritage in Ontario

Advocate for the ethical practice of archaeology in Ontario to our members, the public, and to government

Promote reconciliation between archaeologists and Indigenous peoples

Provide services to OAS members

Provide administrative support and manage the Society's office

## **DETAILED JOB DESCRIPTION**

The duties of the Executive Director will include, but not be restricted to, the following:

### ***Advocate for the ethical practice of archaeology in Ontario to our members, the public, and to government***

- Organizing and actively participating in meetings with government and other stakeholders to promote ethical archaeology
- Planning and participating in meetings with representatives of Provincial Heritage Organizations and other heritage organizations to present a coordinated strong voice for heritage preservation in Ontario
- Assisting with the development and promotion of an archaeology month across Ontario
- Representing the OAS at heritage events and conferences across Ontario
- Supporting regional chapters in planning their outreach events
- Assisting the President and Director of Heritage Advocacy with the responses to proposed changes to policy and legislation
- Assisting the Director of Public Outreach to promote the ethical practice of archaeology through social media
- Assisting the Board of Directors to develop and implement a communication strategy (press release drafting and release, roster of spokespeople)
- Assisting in the Ethics committee with the intake of and resolution of complaints regarding the practice of archaeology
- Research and prepare grant applications and reports to support work to promote the ethical practice of archaeology (including grants that the society already applies for (Provincial Heritage Organization grant, Student Experience Program grant) and additional grants to support specific projects.

### ***Promote reconciliation between archaeologists and Indigenous peoples***

- With the President and the Reconciliation, Restitution and Reclamation (RRR) committee, establish agreements with Provincial Territorial Organizations and Independent First Nations
- Assist the Board of Directors in mounting reconciliation projects (e.g., Field Liaison Training sessions)
- Establish and maintain working list of contacts from Indigenous communities and organizations from all across Ontario for use in promotion of the symposium and other events and activities
- Working with the RRR committee and regional chapters to promote long-lasting strong working relationships between local Indigenous communities and chapters

### ***Provide services to OAS members***

- Manage the mailing (paper and electronic) of society publications and respond to queries regarding these

- Facilitate the membership renewal process and respond to membership inquiries. Assist the Director of Membership Services with Award production and presentation, and the presentation of certificates to long-term members
- Assist with the annual symposium and other events, as required

***Provide administrative support and manage the Society's office***

- Maintain the Society's business files and compliance documents for CRA / Charities Directorate
- Assist Treasurer in overall fiscal management (Year-End accounting preparation; annual Budget preparation; Banking signatories and authorizations; Vendor contracts and service agreements; expense payments and income deposits, and revenue Insurance renewals, Legal correspondence, etc.)
- Assist the Vice President and Board of Directors to ensure that Board operations are compliant with the constitution and policies of the Society, and that policies are updated and archived appropriately
- Manage correspondence and telephone inquiries, including drafting correspondence for review by the President or other Directors
- Assist the Director of Chapter Services to ensure that chapter paperwork is remitted annually
- Assist the Treasurer and Board of Directors with fund-raising campaigns
- Provide administrative support for various projects undertaken by OAS
- Manage the membership database system, including producing reports and lists to provide to the Board of Directors and chapters

**TERMS AND CONDITIONS OF EMPLOYMENT**

This position is dependent upon the Ontario Archaeological Society receiving a PHO (Provincial Heritage Organization) operating grant. Based on this grant, the position offers a part-time contract of employment of about 24 hours per week. The position is renewable at the end of each term, at the direction of the President. The hourly rate of pay is to be established by the Board. There are no benefits associated with this position. Some evening and weekend work will be required, namely attendance at the annual Symposium and quarterly Board meetings on Saturdays (to be managed by reducing weekly hours on those occasions) . Some travel is expected with own vehicle. Reimbursed expenses will be allowed for items purchased in the normal course of business, and any other items, with prior approval by the Treasurer.

**PERFORMANCE REVIEW**

This job description is in effect from the first date of employment. A work plan and performance review will be conducted twice per year with the Human Resources committee, with dates to be established at the time of commencement.