

# Job Posting: Executive Director

The Carillon Newspaper Inc.

Room 227, Riddell Centre at the University of Regina



The Carillon Board of Directors is seeking a dedicated professional to join as the Executive Director. While the Executive Director role has long existed within the Carillon in limited capacities as a student only position, the Board of Directors has now made this position a permanent full-time role with an organizational structural change. This position is responsible for the operations of the corporation but does not involve in publication and will have no influence on any editorial decisions.

## About Carillon

The Carillon Newspaper at the University of Regina is an independent, student-run and student-funded publication that has been serving the university community since 1962. It prides itself on being the voice of the students, providing a platform for diverse perspectives and opinions. Covering a broad spectrum of topics including campus news, features, arts and culture, sports, and opinion pieces, the Carillon aims to inform, entertain, and provoke thought among its readership. Run by a Board of Directors and a group of amazing staff, the newspaper is dedicated to upholding the principles of journalism while offering hands-on experience to aspiring writers, editors, photographers, and designers. It serves as a training ground for students interested in pursuing careers in media and communications.

## The position

The Executive Director will oversee our organization's operations including finance and governance. You'll manage finances, ensure compliance, and lead strategic planning. Additionally, you'll handle HR duties, oversee paper distribution and outreach, and provide support to our volunteer Board of Directors. Ideal candidates to have nonprofit management experience, HR skills, and office administration skills. The Executive Director will work with a volunteer Board of Directors, and is accountable to them, working collaboratively to set the direction and long term vision of the organization.

## Responsibilities

### *Administration (approximately 40%)*

- Finance - reconcile accounts, pay bills and receive payments, draft annual budget, manage the annual review process, process bi-weekly payroll
- Manage day-to-day administrative operations of the organization and ensure the annual standards and regulatory compliance with agencies like ISC, CRA and WCB.
- Lead strategic long term planning and policy development/maintenance
- Obtain and retain advertising clients with partnership with the Editor -In- Chief.

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## *Human Resources (approximately 15%)*

- With partnership with Editor-In-Chief, hire, train, supervise, support, and evaluate staff

## *Paper Distribution, Communication and Outreach (approximately 20%)*

- Oversee distribution logistics. This involves receiving printed papers on campus upon publication, promptly distributing them to newsstands across campus, and ensuring delivery to off-campus locations.
- Handle the outreach efforts, acting as a liaison with university administration and the University of Regina Students' Union. They will coordinate events and workshops in collaboration with the Editor-in-Chief and manage the organization's social media presence
- Manage the public relations and communication, including public release and working with the media

## *Governance and Board Relations (approximately 25%)*

- Provide organizational support, guidance, and training to the volunteer student Board of Directors.
- Serve as a resource providing secretarial support to the Board of Directors including facilitating Board Meetings and General Meetings of Membership.
- Provide regular updates to the Board of Directors regarding the organization's operations and performance.
- Work with the Board of Directors to develop and implement policies and procedures that support the organization's mission and goals.

## **What we are looking for**

### *Demonstrated knowledge and/or experience with*

- Non-profit management and governance including familiarity with the Saskatchewan Non-Profits Act and board relations
- Human resources including hiring, training, and managing staff
- Bookkeeping and overall nonprofit financial management
- Strategic leadership, communication and Outreach

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- Quickbooks, Payworks, Wordpress editing, Canva, Google suite, and project management programs an asset.
- Previous working experience with any publication would be considered as asset, but not required for this role.

## *Abilities*

- A combination of relevant education and applicable experience
- Self-motivation with the ability to work largely unsupervised
- Fostering of leadership and collaborative work environment among staff, board, and volunteers to meet strategic goals
- Approach work with an anti-oppressive and trauma-informed care lens

**Contract Period** This is a permanent contract that will start during the week of May 27-31 2024.

**Hours of Work** 35- 37.5 hours per week (negotiable)

**Remuneration** This position is paid hourly, with an annual salary of between \$50,700 - \$64,350, depending on experience and skills, based on working 37.5 hours per week. This position starts with a base of 3 weeks (15 days) annual paid vacation as well as a paid holiday break in December. The role is also entitled to 3 weeks (15 days) of personal/sick time per year, as well as a health and transportation spending amount. Additionally, a professional development fund is available upon approval of the Board of Directors

**Reports to** Reports to and receives direction from the Board of Directors

**Deadline to Apply** **Sunday, May 19 at 4:00 pm**

**To Apply** Submit a resume (with a contact list of at least two professional references) and a cover letter to the Board Chair, Tayef Ahmed (he/him) at [infotayef@gmail.com](mailto:infotayef@gmail.com) . Please attach the above all in one document and include your name in the title. Your cover letter should connect how your skills and experience are relevant to this role, and ideally highlight your approach to leadership. Should you choose to submit your application in

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another format such as video recording, please contact Tayef prior to your submission.

## Equity statement

Carillon actively encourages and prioritizes applications from people who self-identify as being part of groups, communities, or having identities that experience barriers to equity.

Self-identified equity-seeking candidates who meet the core skill and ability requirements for this position will be prioritized for hiring.

## Hiring process and timeline

After the application deadline, the Carillon Board of Directors will review all applications and create a shortlist of candidates using a comprehensive and equity focused hiring matrix. All candidates will be notified if they have been accepted to the shortlist or not, with the opportunity to ask for additional details upon request. Shortlisted candidates will be invited to the interview process, with the ability to request alternative interview methods if accommodations are needed. After interviews and any reference checks are completed, the Board of Directors will make decision and the successful candidate will be notified immediately and offered the position, and other interviewed candidates will be notified of the decision.