

INTERNAL/EXTERNAL ADVERTISEMENT
COCHRANE TEMISKAMING RESOURCE CENTRE
ANNOUNCES A VACANCY FOR:
EXECUTIVE DIRECTOR - COMPETITION #26-35

The Cochrane Temiskaming Resource Centre (CTRC) is seeking an Executive Director to lead and assist the Board of Governors in its continued work to strengthen the organization and ensure continued success in meeting our mission to advance the quality of life of individuals with developmental disabilities through the promotion of supports and services which are person driven, holistic, community based and accountable.

CTRC is a regional Developmental Services provider offering programs across the Districts of Temiskaming and Cochrane including coastal communities along the James and Hudson Bays. A range of services are provided by CTRC including: advocacy, case management, urgent response, psychological, speech and language, Infant and Child Development, Supported Living and Community Participation Services. We have office locations in Kapuskasing, Cochrane, Moosonee, Kirkland Lake, and New Liskeard, with our Head Office in Timmins.

The Executive Director, in collaboration with the Board of Governors, is responsible for planning, organizing, Administering, and directing the overall operation of the Cochrane Temiskaming Resource Centre, including but not limited to coordinating, integrating, monitoring and directing Senior Management.

Key Responsibilities: As the primary leader, the Executive Director is responsible for providing strategic/operational leadership, conceiving, designing, recommending and implementing operationally sound, long and short range objectives for the Centre; guiding individuals and groups towards the Centre's vision; managing human, capital, financial and information resources so that organizational objectives are achieved; practicing effective communication and managerial skills; maintaining cohesiveness, motivation, commitment and effectiveness; interpreting and administering Ministry Policy and Guidelines; interpreting and applying pertinent legislation and regulations; ensuring that there are effective training programs for staff and high standards of programs to meet the individual wants and needs of all people supported by the Centre; responding to consumer/community needs and actively promoting positive relations with the community and consumer groups; being sensitive to political issues and the developmental and other social services environments and their impact on CTRC and furthering developmental services by active involvement; identifying and analyzing situations and problems and finding viable solutions; establishing courses of action for self and others to achieve results; ensuring the development and maintenance of policies and procedures to meet desirable and practical standards; acting as chair and/or participating on various internal and external committees at a local, regional and provincial level.

The ED will work with the Senior Management team, by delegating authority and responsibilities to senior personnel to expedite services; assist in the recruitment of the Senior Management staff and evaluate performance and recommend merit increases.

The successful candidate will work collaboratively with the Board of Governors, who represent different geographical service areas across the districts, by communicating regularly with the Chair of the Board of Governors to clarify issues and plan for the Centre; attending the Board of Governors meetings; preparing reports for submissions concerning Centre activities, etc.; working with the various sub-committees and other committees of the Board of Governors.

QUALIFICATIONS: A degree from a university of recognized standing and successful completion of university training in administration (business or public is preferred). Those possessing an acceptable equivalent of training and progressively responsible management experience will be considered. At least 5 years experience directing a large, diversified staff in a unionized environment and overseeing a substantial budget. Understanding of general public sector and/or non-for-profit budgeting and fiscal principles an asset. Strong communication skills and creative problem-solving ability. Experience working with government and other Community agencies. Experience in the Developmental Sector and knowledge of the applicable legislation and the service challenges, direction and evolution at a local, regional and provincial level are an asset. Ability to work with a volunteer Board and committees. Resoluteness and integrity.

INTERESTED, QUALIFIED PERSONS ARE INVITED TO SUBMIT AN APPLICATION TO:

Wage: \$65.33 - \$80.65

COCHRANE TEMISKAMING RESOURCE CENTRE

c/o Human Resources

600 Toke Street

Timmins, Ontario P4N 6W1

Fax: 705-264-4255

Email: careers@ctrc.on.ca

View our website at www.ctrc.on.ca

Posting date: June 4, 2026 @ 4:15pm

Closing date: June 30, 2026 @ 4:15 pm

CTRC respects and values a diverse, inclusive, and equitable workplace. We are committed to a non-discriminatory approach that provides equal employment opportunities for everyone.

***We thank all applicants and wish to advise that only those selected for an interview will be contacted
Please advise us should you require accommodations during the interview.***

