



## **Literacy Through Hip Hop (LTHH) Executive Director**

### **Job Description**

Contract period: 12-18 months  
Weekly schedule: 40 hours including some evenings and weekends  
Salary: \$40,000-45,000/ year

Parkdale Project Read is a progressive, multi-racial community literacy program. We work with adults in the community who are fluent in English, and who want to improve their basic reading, writing and math skills. We receive funding to deliver literacy services to adults in the Parkdale community.

Literacy Through Hip Hop is a non-profit organization that seeks to improve the literacy of disengaged students grade 6-8, through using hip hop as a teaching tool.

The Executive Director is responsible for the successful leadership and management of LTHH according to the strategic direction set by the Board of Directors. We are looking for a leader with experience in operational planning and management, program planning, human resources planning and management, financial resources management, community relations and advocacy.

The successful candidate will:

- Participate with the Board of Directors in developing a vision and strategic plan to guide LTHH
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization
- Act as a professional advisor to the Board of Directors on all aspects of the organization's activities
- Foster effective teamwork between the Board and the Executive Director, and between the Executive Director and staff
- In addition to the Chair of the Board, act as a spokesperson for the organization
- Conduct official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate
- Represent the organization at community activities to enhance the organization's community profile
- Create interim and annual reports on LTHH's activities throughout the year
- Coordinate special events, workshops, and media requests as needed
- Demonstrate a commitment to and understanding of LTHH's mandate with regards to ethno-cultural diversity and anti-racism initiatives
- Build and sustain collaborative relationships with stakeholders, other agencies, funders and donors
- Ensure that the operation of the organization meets the expectations of all stakeholders, including clients/students, Board and funders



- Oversee the efficient and effective day-to-day operation of the organization
- Oversee the planning, implementation and evaluation of the organization's programs and services
- Ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Board
- Monitor the day-to-day delivery of the programs and services of the organization to maintain or improve quality
- Recruit, interview and select staff that have the right technical and personal abilities to help further the organization's mission
- Ensure that all staff receives an orientation to the organization and that appropriate training is provided
- Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review

We are looking for an individual who has:

- A strong understanding of the strengths, challenges and needs of youth particularly from differing backgrounds socio-economically and culturally
- Knowledge of the special needs of youth and the issues youth struggling with literacy face
- Experience in youth outreach work
- Experience working as part of a team
- Excellent written and oral communication skills
- Strong administrative, organizational and time management skills
- Solid computer and internet skills
- Experience developing equal relationships with people of different cultural and class backgrounds
- Experience working with and supportive of a collegial, volunteer-based environment
- Illustrated a commitment to social justice, equity, and community development

Deadline for applications is Friday August 3<sup>rd</sup>, 2007.

Please email, fax or mail your resume and cover letter to:

Attention: Jason Shrouder-Henry or Shahmeer Ansari  
c/o Parkdale Project Read  
1209 King St. West, Unit 2  
Toronto, Ontario M6K 1G2  
Fax: 416-531-5710  
Email: [info@lthh.org](mailto:info@lthh.org)

Literacy Through Hip Hop is an equal opportunity employer and strongly encourages members of equity groups to apply.