

**The Edmonton Society for Christian Education (ESCE/the Society) is seeking applications for the full time, permanent position of Executive Director.**

The Society owns and operates three schools that offer preschool to Grade 12 as an Alternative Christian program in partnership with Edmonton Public Schools.

As the principal representative of the Society, the Executive Director works under the direction of the Board to meet the vision and mission of ESCE, including development strategies, carrying out assigned policies and regulations, and management of the Christian Program.

The Executive Director ensures effective communication within ESCE, with each Edmonton Christian School, and with related associations such as the Edmonton Public School Board (EPSB) and The Prairie Centre for Christian Education (PCCE).

Holding a key leadership position, the Executive Director is responsible for the daily operation of the Society.

### **Primary Responsibilities**

---

- a. Visionary leadership that not only supports the existing Christian educational program but also strives to expand and develop the program for the future.
- b. Development leadership that strengthens and cultivates sources of financial support for Edmonton Christian Schools.
- c. Strategic leadership to ensure adherence and continued commitment to the ESCE mission and vision.
- d. School administration; School governance; Human Resources; Finance; Not-for-Profit development
- e. [Full Job Description](#)

### **Job Qualifications**

---

**Education:**

- Master's Degree in Educational Administration (or equivalent) preferred.

**Strong Financial Acumen**

- Awareness of basic financial protocols

**Ability to Supervise:**

- Staff in various areas of responsibility

**Personal Suitability:**

- Passionate about Christian Education with a commitment to Christ-centered, educational ministry
- Effective interpersonal skills
- Excellent oral and written communication
- Time-flexible
- In agreement with the ESCE/ECS [Vision and Mission Statement and Statement of Faith](#)

## Reporting Relationships

---

### Reports to:

- Board of Directors

### Direct reports:

- Accountant
- Development Coordinator
- Community Engagement Coordinator
- Facilities Manager
- Pastoral Care Leaders
- Preschool Staff
- Transportation Coordinator

## How to Apply

---

### By email:

[larissa.vogan@gmail.com](mailto:larissa.vogan@gmail.com)

### Include:

- Your cover letter and resume
- Your personal statement of faith
- Your philosophy of Christian Education
- Your understanding of Christian school leadership
- Minimum of two personal and two professional references

### Tentative Start:

- 2020-08-01

### Advertised until:

- 2020-01-27

(Position open until filled.)