



ASSOCIATE DIRECTOR

Position Summary:

Under the supervision and mentorship of the RMTBC Executive Director, the Associate Director will assist in the overall management of the RMTBC in accordance with the strategic directions set by the Board of Directors. The Associate Director will establish partnerships, collaborate with the members at large, government, and other organizations to advance RMTBC's mandate and operations.

Key Responsibilities:

- Participate with the Executive Director and the Board of Directors in developing the strategic plan and provide leadership in the implementation of the plan.
- Work in partnership with the Executive Director to develop policies and plans consistent with the organization's mandate and member expectations.
- Provide information, knowledge, and advice to keep the Executive Director informed and support Board and executive decision-making processes.
- Assist in the management of the day-to-day operations.
- Assist in the hiring, rewarding, disciplining, and termination of employees and contractors in accordance with policy and/or approved budgets.
- Provide leadership to staff to achieve service excellence and effective programming.
- Collaborate, liaison with, and support members.
- Build and maintain relationships with key external stakeholders and lead strategic partnerships.
- Assist in carrying out the goals and objectives of the RMTBC.
- Promote the profession of massage therapy throughout BC and Canada

Location:

The RMTBC office is in south Vancouver.

Employment Type:

Contract until March 31, 2026. Full-time with a possibility of fulfilling the role of RMTBC Executive Director.

Start date: Immediate.

The successful candidate will be subject to a six-month probation period.

Language:

Fluency in English (written, comprehension, and oral).

Annual Salary:

\$70,000 to \$85,000. Health and dental benefits provided upon successful completion of the probationary period.

Skills, Knowledge, Competencies:

Must possess advanced skill level in: ■ Business ■ Finance ■ Planning and Organization ■ Communications (written & oral) ■ Leadership ■ Marketing

Advanced Knowledge:

Strategic Planning, Business /Financial Management, Healthcare experience, Non-profit organization and Government

Advanced Level of Competencies:

Experience developing and evaluating business plans, proposals, budgets, reports, and work plans.

Human Resources Management:

Supervisory, Financial Management, Policy and Procedure development. Proficient in Microsoft Office 365, Adobe Pro, and various online communication methods. Maintain confidentiality and ensure legislated privacy requirements are met.

Requirements:

A bachelor's degree in business/public administration, or a related field in healthcare, or an equivalent combination of education and direct-related experience

Executive Management of Non-Profit: 5 years (preferred) ■ Experience working with a professional association: 2 years (preferred) ■ Working with non-profits health professionals (preferred)

Own transportation and a valid driver's license.

Willing to work overtime and travel including weekends and evenings.

Successful candidate will be required to provide a criminal record check as a condition of employment.

Personal Suitability Initiative:

Effective interpersonal skills; accurate; team player; client focused; reliable; and organized.

To apply, please email your CV and cover letter to info@rmtbc.ca