

Small progressive, social justice – solidarity International NGO, with an office in Toronto, is seeking interested individuals for a volunteer position of Secretary for our Board of Directors. This role is an executive position.

Currently our Board Members attend monthly meetings either in person in our west end Toronto office or through multimedia platforms such as Webex, Google Hangout etc.

Our Executive meets one additional time each month.

Vision: Compassion and social justice across borders

Mission Statement: Casa Canadiense – Pueblito Canada facilitates community development and intercultural learning with a focus on youth in Canada and Latin America

The following pillars guide us with the delivery of our Vision and Mission Statement:

- Respectful and Reciprocal Collaboration
- Social Justice and Solidarity
- Compassion
- Transparency, Accountability & Integrity
- Inclusiveness
- Education of Self, Our Peers & Community
- Sustainability

Board Members

Casa Pueblito Board Members are responsible for providing overall governance, strategy, and direction to the team in Toronto and Nicaragua.

Board Members also sit on committees within various functional groups of the organization.

Requirements:

- Know and support Casa Pueblito's mission, vision, values and strategic priorities
- Come to meetings prepared, in a way that positively contributes and enhances Casa Pueblito's decision making
- Commit to attending meetings twice per month
- Act as a champion for Casa Pueblito and its work
- Actively participate in Casa Pueblito activities, including fundraising
- Knowledge of and adherence to Casa Pueblito Bylaws and Board governance procedures
- Ability to effectively communicate ideas, concepts and opinions within a collaborative model
- To contribute good strategic input and leadership
- Knowledge of the Canadian nonprofit sector and more specifically International NGO sector an asset but not required
- Spanish speaking an asset but not required

Position of Secretary:

- Will be required to record and distribute minutes from monthly Board meetings
- Will attend the monthly Executive meetings
- To collaborate with the President to ensure all minutes are recorded, validated and maintained for annual Audit purposes.

We are constantly working to make our projects, our partnerships, our hiring practices and our governance structures inclusive to all.

Application Process:

If you believe that you have the unique combination of skills, attributes and passion for this position, please apply to the Nominating Committee of the Board of Directors by no later than August 7, 2020. Interested applicants must submit a covering letter along with a current curriculum vitae or relevant biography to the following:

By email:

marnie@casapueblito.org

Attention: Marnie Saunders, Casa Pueblito Board of Directors

By mail:

Marnie Saunders
Casa Pueblito, Board of Directors
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Suite 107A,
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