



Chief Operating Officer

Job description

The Chief Operating Officer (COO) is a key executive responsible for overseeing the day-to-day administrative and operational functions of the organization. This role reports directly to the Chief Executive Officer (CEO) and works closely with other leaders, to drive the company's strategic vision, operational excellence and sustainable growth.

About ASBA

ASBA is the provincial association supporting 65 locally-elected public, catholic and francophone member school boards across Alberta, Yellowknife and Lloydminster. ASBA is a private non-profit corporation established by the *Alberta School Boards Association Act*, serving members since 1907. ASBA supports and builds the capacity of boards and trustees, including advice and training in leadership, professional development, governance and advocacy.

Role responsibilities

Reporting to the CEO, the successful candidate will be responsible for:

- Overseeing daily operations and process improvements to drive operational excellence, while ensuring sustainable growth of the organization
- Collaborating with the CEO on organizational vision and strategy
- Managing and optimizing performance of departments like Human Resources, finance and operations
- Implementing business strategies aligned with association objectives
- Ensuring compliance with regulations and industry standards
- Carrying out other duties as assigned.

Skills

- Strong understanding of Human Resources best practices
- Strong leadership and team management abilities
- Excellent communication and interpersonal skills
- Strategic thinking and problem-solving capabilities
- Financial acumen and budgeting expertise
- Proficiency in data analysis and performance metrics
- Change management and organizational development skills

Qualifications

Education

- Bachelor's degree in Business Administration, Management or related field
- Master of Business Administration or other advanced degree preferred

Experience

- 10-15+ years of progressive leadership experience



- Proven track record in senior management roles
- Experience in strategic planning and execution

Job information

- Permanent; full-time (35 hours per week); overtime may be required
- Location: hybrid; online and in-person at 9925-109 Street, Edmonton, AB
- Compensation commensurate with experience. Further details regarding total compensation will be discussed during the interview process.

How to apply

Qualified applicants are invited to submit their cover letter and resume by 5 p.m. on Thursday, April 10 to:

Jennifer Elsinga
Executive Administrator
jelsinga@asba.ab.ca

We thank all applicants for their interest. All applications will be reviewed to determine which candidates' qualifications most closely match the requirements. Only individuals selected for interviews will be contacted.