

ATLANTIC JOURNALISM AWARDS OPPORTUNITY

Position – Executive Director (Part-Time)

Effective – September 1, 2019

Location – Atlantic Canada

Information - www.AJAs.ca

DESCRIPTION

The Atlantic Journalism Awards (AJAs) is entering its 40th year of honouring journalistic excellence in Atlantic Canada. The Executive Director is the **key** person driving the organization to successfully accomplish its goals. The AJAs is a not-for-profit federally incorporated corporation and a charitable organization.

KEY AREAS OF RESPONSIBILITIES

The successful candidate will report to the AJAs Board of Directors with responsibilities for the following tasks.

- Seek funding from media organizations, corporate partners, and foundations to sustain programs and attain remuneration for the Executive Director position
- Manage a yearly competition of 30 categories for journalists and news organizations including newspapers, radio, television, magazines, and digital
- Operate an online entry system and coordinate with judges from coast to coast to select the gold and silver award winners
- Produce a gala event to honour the top journalism in the region
- Develop and deliver professional development webinars
- Arrange and present scholarships to journalism students in Atlantic Canada
- Coordinate the induction of worthy journalists and journalism builders into the Atlantic Journalism Hall of Fame
- Manage the corporation's finances and liaison with Canada Revenue Agency

SKILLS, CAPABILITIES, AND EXPERIENCE

The successful person should have:

- A facility for fundraising
- Event planning and organizational abilities to produce a gala awards show
- An ability to work with a diverse group of media professionals and corporate partners
- Knowledge of the Atlantic Canada media landscape and the profession of journalism
- Computer skills to oversee online entry systems and web pages
- Enthusiasm and commitment to the profession of journalism

- A capability to work independently from a home office

APPLICATION PROCESS

Submit a resumé of your qualifications, including references, by June 30th to:

Glenn Deir, Chair

Atlantic Journalism Awards

glenndeir@gmail.com