

Position: Executive Director, UP House Montréal

About UP House: UP House <https://www.uphouse.org/>, is a dynamic community centre in Montréal, established in 2010 with a profound mission: **to eliminate social isolation and rebuild the confidence, purpose, and community of adults living with mental illness.** As the only Clubhouse International model in Québec, we are part of a global network of over 370 clubhouses dedicated to fostering hope and empowerment. www.clubhouse-intl.org.

Mission: We believe in the strengths of every individual and aim to mobilize and share these strengths to build hope and change. Our Clubhouse model offers opportunities for members to learn or practice skills towards personal goals, such as returning to work or school, improving daily living skills, and accessing services like housing, food banks, healthcare, or employment.

Role Overview: The Board of Directors of Paradis Urbain, the umbrella organization of UP House, is seeking a compassionate, visionary, and ethically grounded leader to serve as our next Executive Director. This is an exciting and pivotal time for UP House, requiring a leader who can guide us into our next phase of growth while ensuring our mission remains steadfast and deeply rooted in our values.

Mandate: The Executive Director will provide leadership, vision, and strategic direction to UP House, ensuring the continued success and expansion of our mission. They will be responsible for:

- Actively recruiting eligible UP House members from the community.
- Hiring, mentoring, and managing UP House staff with fairness and integrity.
- Securing funding and stewarding donor relationships to sustain and grow our programs.
- Managing finances, including budget development and oversight.
- Representing UP House publicly with conviction and authenticity.
- Upholding and implementing the International Standards for Clubhouse Programs with creativity and dedication.

Key Responsibilities:

- Lead daily operations, ensuring a vibrant and supportive environment.
- Manage the annual budget, ensuring financial stability and growth.
- Foster & recruit member participation and community engagement.
- Represent UP House in public relations and community networks.
- Participate in mental health service networks in Montréal.
- Supervise student stages with academic partners.
- Develop and implement an Employment Program.
- Communicate with the Board of Directors and relevant organizations.
- Provide reports to government and funding sources (grant writing)

- Participate in Board and committee meetings.
- Recruit, hire, supervise, and, if necessary, terminate staff.
- Maintain Clubhouse Accreditation from Clubhouse International
- Engage in Paradis Urbain fundraising events and set a positive example for staff

Qualifications:

- Bachelor's degree in business, social work, psychology, sociology, humanitarian affairs, or project management.
- Min of 3 years of increasing responsibility, preferably in mental health or non-profit sectors.
- Strategic, entrepreneurial, solution-driven, mindset
- Personality that is empathetic, positive, collaborative and kind.
- Commitment to Clubhouse values and standards.
- Experience in financial management skills.
- Experience in large group facilitation and contract management.
- Proficiency in Microsoft Office and technology platforms (PPT, Excel, Word, Teams).
- Excellent communication skills in French and English.
- Willingness to participate in various trainings such as Clubhouse Training, to better understand and succeed in role
- Ability to pass a criminal background check.
- Driver's licence a plus

Salary and Time Commitment:

- Full-time position (35 hours/week) *including occasional evenings or weekends with regards to UP House events and/or Paradis Urbain Fundraisers*
- Salary range \$62, 000 to \$70, 000 CAD based on qualifications and experience.
- Paid vacation, personal days and benefits included.

Application Process:

Submit a intro letter about yourself, why you want the position, and what you bring to it, along with your CV in English or French to info@urbanpardes.org with the subject line: *Executive Director Position*. Only selected candidates will be contacted for an interview. Links provided below for more information about UP House.

For your reference:

Please learn more about the Clubhouse Model by reading the International Standards for Clubhouse Model at www.clubhouse-intl.org. Please learn more about UP House here: <https://www.uphouse.org/>