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AMICALE

Job type: Full-time (or part-time)

Job status: Sourcing

Location: Toronto

FCTA's web site: <http://www.canturkfed.net/>

Date posted: September 04, 2010

The Federation of Canadian Turkish Associations (FCTA) is looking for a full-time (or part time) Executive Director.

About The Federation of Canadian Turkish Associations (FCTA):

The Federation of Canadian Turkish Associations is an umbrella organization representing 17 member associations from Victoria BC to Quebec, which include approximately 50,000 Canadians of Turkish origin. The Executive Committee is the Executive organ of the Federation. It consists of 11 full and 5 reserve members; all elected by the general assembly plus one ex-official member who is the immediate past president.

Title of the job:

Executive Director, will be reporting to the President and the Executive Committee Full Members of FCTA.

Responsibilities:

- Community involvement and public relations (including public relations, community relations and advocacy);
- Maintains a work schedule and reports to executive committee bi-weekly during the executive committee meetings,
- Prepares draft reports, background documentation, letters and research the given topics for the director and the executive committee.
- Informs the executive committee on the urgent meetings or responses to media, politicians.
- Encourages, establishes and promotes closer relations with Canadians/Canadian politicians and with members of other ethnic communities in Canada, and in this regard, to represent the Turkish community in the best possible manner.
- Sends a brief outline of the meetings to the executive committee and send a follow up thank you letter to the visited member with the copy forwarded to executive.
- Coordinates the activities of the FCTA and communicate the activities with the member Associations.
- Maintains and updates the FCTA's website.
- Keeps track of internal/external FCTA events, and maintains a database of related activities and communication knowledge base about important media/entities.
- Maintains records regarding relations with the member associations and societies.

Requirements:

- University degree preferably from a Canadian University in public relations, communications or closely related subject.
- Have good command of Turkish and English both oral and written.
- Excellent writing skills, including proper spelling, grammar, and punctuation both in Turkish and English.
- Good knowledge of word processing, spreadsheet, e-mail, and presentations software.
- Have strong verbal skills to communicate effectively with the media and the politicians.

- Ability to understand and implement the FCTA's bylaws and procedures.
- Have superior time management skills, multitasking skills, and the ability to prioritize tasks with minimal supervision.
- High level of sound and independent judgment, reasoning, and discretion.
- Professional, responsive, and positive work attitude and excellent communication skills are required.
- Ability to maintain filing systems and basic databases.
- Superior telephone manners and strong interpersonal skills.
- Ability to search a given topic and come up with the information.

If this opportunity matches your interest and experience, please e-mail your resume by September 22, 2010,

How to apply:

E-mail Resume to canadianturkishfederation@canturkfed.net

Contact Info:

Cuneyt Birol

Contact Phone: (416) 918-7075

Contact e-mail: canadianturkishfederation@canturkfed.net