

Job Posting

Executive Director

PEI Rape and Sexual Assault Centre (PEIRSAC)

Location: Charlottetown, PEI

The PEI Rape and Sexual Assault Centre (PEIRSEC) is seeking a dynamic and compassionate **Executive Director** to lead our organization in advancing survivor-centered, trauma-informed, and equity-based services across Prince Edward Island.

As the Executive Director, you will provide visionary leadership, strategic oversight, and operational management to ensure our mission is realized: supporting survivors, advocating for systemic change, and educating the community about sexualized violence.

Key Responsibilities

- Lead strategic planning, governance, and organizational growth in partnership with the Board of Directors.
- Oversee the management and delivery of programs, services, and operations.
- Ensure strong financial stewardship, fundraising, and donor relations.
- Recruit, supervise, and support staff in a healthy, trauma-exposed workplace.
- Build partnerships with survivors, community groups, Indigenous communities, health, justice, education, and advocacy sectors.
- Act as a public advocate and spokesperson to advance awareness and policy change.

Qualifications

- Minimum 7–10 years of progressive leadership experience in non-profit, public sector, or social services, preferably in gender-based violence or trauma services.
- Master's degree or equivalent experience in Social Work, Counselling, Public Administration, Non-Profit Management, or related field.
- Demonstrated expertise in strategic planning, governance, program delivery, staff leadership, and financial management.
- Experience with feminist, trauma-informed, equity, and anti-oppressive frameworks.
- Exceptional communication, advocacy, and relationship-building skills.



Terms of Employment

- **Full-time (37.5 hours per week), permanent position** with flexible hours (some evenings/weekends).
- **Probationary period:** 6 months, subject to:
 - Proof of registry with the Social Work Registration Board (if applicable).
 - Vulnerable Sector Police Check and signed confidentiality agreement.
 - Successful performance review
 - Completion of relevant training per PEIRSAC's need for the role.
- **Salary Range:** \$90,000–\$100,000 annually, commensurate with experience.
- **Vacation:** 3 weeks per year.
- **Sick Leave:** 9.375 hours (1.25 days) per month.
- **Statutory Holidays:** 16 approved holidays per year.
- **Additional paid leave:** as per PEIRSAC policy (mental health, family, storm days, etc.).
- **Benefits:** Health, dental, and extended coverage, cost-shared 50/50 with the Centre (up to \$2,400 annually).
- **RRSP Contribution:** Centre matches up to 1% of gross regular earnings per pay period.

To review the complete job description, [click here](#).

To apply, please submit your **resume and cover letter** (PDF) by **November 7, 2025** to:
executivedirector@peirsac.org

We strongly encourage applications from equity-seeking groups, including Indigenous, Black, racialized, 2SLGBTQIA+, and disabled candidates. We also encourage applications from those who may not fully meet all the qualifications identified.

