



Interim Executive Director (Parental Leave Replacement) at Toronto Metropolitan Association of Part-time Students (TMAPS)

The Toronto Metropolitan Association of Part-time Students (TMAPS) is seeking candidates for a full-time **Temporary Executive Director** position to cover a parental leave from **May 2026 to November 2026**, with an anticipated start date of **early April 2026** and end date in **December 2026** to allow for transition and knowledge transfer.

The salary for this position is **\$90,000 annually, pro-rated for the contract term**, plus **a comprehensive benefits package in accordance with TMAPS policies**. This is a **fixed-term contract** ending December 2026, with no guarantee of extension beyond the parental leave period.

The Temporary Executive Director is responsible for the overall management and operations of the organization and workplace during the leave coverage period. This includes supervising five full-time unionized staff and advising and supporting five part-time elected Executive members. The role will focus on maintaining continuity of operations, organizational stability, and support for ongoing campaigns, services, and governance processes.

TMAPS is committed to employment equity and building an inclusive and representative workplace. Applicants from diverse communities, including: First Nations, Inuit and Métis people, racialized people, women, persons with disabilities, members of the queer community including two-spirit, lesbian, gay, bisexual and gender queer people, and trans, non-binary and agender people are encouraged to apply. If you require any accommodations during the application process, please contact executivedirector@tmaps.ca.

TMAPS is an independently incorporated students' union working within the Toronto Metropolitan University* community. This is **NOT** a Toronto Metropolitan University staff position.



Posting & Application Timeline

- **Posting Opens:** February 13, 2026
- **Application Deadline:** March 2, 2026, 11 am
- Applications received after the deadline will not be considered.

Only shortlisted candidates will be contacted for an interview.

Anticipated Start & Term

- **Anticipated Start Date:** Early April
- **Expected Term Length:** Early April to December
- This is a temporary position focused on organizational continuity during a transition period.

Application Process

Interested candidates should submit a **resume and cover letter [via our application form](#)** (Google account required) by **11:00 a.m. on March 2, 2026**.

Shortlisted candidates will be contacted to participate in an online or in-person interview. If you require an accommodation in order to participate in the recruitment process, please contact us at executivedirector@tmaps.ca.

Only selected applicants will be contacted for an interview.

Eligibility

- Current TMAPS Executive and Board members are not eligible to apply unless they first resign from their positions prior to the evaluation process for this position.
- All applicants must be legally entitled to work in Ontario.
- Applicants must disclose any actual, potential, or perceived conflicts of interest, including (but not limited to) close personal relationships with current TMAPS staff, Executive members, or Board members; current contractual or financial relationships with TMAPS; or concurrent roles in organizations whose interests may reasonably be seen to conflict with TMAPS' mandate.
- Any disclosed conflict of interest will be reviewed by the hiring committee and/or Board, and may result in disqualification if it cannot be appropriately managed in accordance with TMAPS' conflict-of-interest policies.



Duties Include

Leadership & Governance

- Manage and execute short- and medium-term planning related to TMAPS's internal operations, campaigns, advocacy work, and services during the leave coverage period.
- Advise the Executive team on internal and external matters that may impact the organization and provide recommendations on all areas of the organization.
- Support the Board of Directors and Executive in governance, compliance, and strategic decision-making.
- Ensure continuity of institutional knowledge, systems, and practices.
- Ensure organizational compliance with applicable legislation, including employment law, privacy law, accessibility requirements, and nonprofit governance obligations.
- Identify, assess, and manage organizational risks, and escalate material risks to the Executive and Board in a timely manner.
- Oversee contractual relationships and ensure that all agreements are executed, stored, and monitored in accordance with TMAPS policies.
- Liaise with legal counsel, auditors, insurers, and external advisors as required.
- Serve as the primary staff liaison to the Board of Directors.

- Prepare regular written and verbal reports to the Board and Executive on operations, finances, staffing, and strategic priorities.
- Support the planning and execution of Board meetings, including agenda development, briefing materials, and follow-up on Board directives.

Human Resource Planning & Management

- Lead and provide advice and direction on all human resource matters, including supervising a unionized staff team and approving payroll in accordance with TMAPS policies and the Collective Agreement.
- Working with the Executive, develop and implement HR policies and procedures in accordance with the Collective Agreement, the Employment Standards Act, and the Accessibility for Ontarians with Disabilities Act (AODA).
- Foster a positive, supportive, and accountable work environment.
- Uphold and actively implement TMAPS' equity, anti-oppression, and accessibility commitments across all organizational practices.
- Address workplace conflicts, grievances, and complaints in accordance with internal policies and the Collective Agreement.
- Ensure compliance with occupational health and safety requirements and promote staff well-being.



Financial Planning & Management

- Ensure proper financial controls, processes, and reporting.
- Be responsible for day-to-day financial operations, including payables, receivables, reconciliations, and financial planning.
- Support budgeting, forecasting, and financial reporting to the Board and Executive.

Campaigns, Advocacy, and Services

- Work with the Executive, the Board of Directors, and staff to manage, develop, and ensure implementation of TMAPS' campaigns, advocacy work, and services.
- Provide continuity and leadership on active projects and organizational priorities.

Transition & Organizational Continuity

- Lead a structured onboarding and handover process with the outgoing Executive Director prior to the start of the leave period.
- Maintain and update operational documentation, procedures, and institutional knowledge resources throughout the contract term.
- Ensure continuity of major initiatives, reporting cycles, contractual obligations, and compliance requirements during the leave coverage period.
- Prepare a formal transition and status report for the returning Executive Director prior to the end of the contract.

External Relations & Stakeholder Engagement

- Act as the primary organizational staff representative in external meetings, coalitions, and negotiations with university administration and partner organizations
- Maintain positive working relationships with Toronto Metropolitan University representatives while safeguarding TMAPS' independence.
- Support media relations and public communications in collaboration with the Executive and communications staff.

Successful Candidates Will Possess

- Excellent organizational and time management skills and the ability to work within deadlines.
- Ability to multi-task and accomplish many goals simultaneously under pressure.
- Experience working on member-driven campaigns within a students' union and familiarity with the Canadian students' movement.
- Experience planning and executing events, campaigns, and outreach initiatives.



- Experience supervising unionized staff.
- Strong supervision skills.
- Experience administering Collective Agreements.
- Knowledge of sponsorship recruitment and contract negotiations.
- Knowledge of anti-oppression and equity issues.
- Experience working in an office environment and knowledge of systems and resources needed for efficient operations.
- Experience with QuickBooks Online or similar accounting software (an asset).
- Experience with QuickBooks payroll software (an asset).
- Familiarity with TMAPS operations and current on-campus issues (an asset).
- Superior oral and written communication skills, preferably in a student or member-driven environment.
- Ability to be self-motivated and work independently. Availability to work full-time, **40 hours per week: 11 am – 7 pm Monday to Thursday and 10 am – 6 pm Fridays**, with **Wednesday in-person** and other days optionally work-from-home, subject to operational needs.
- Post-secondary education, or equivalent work experience in organizing, required.

Compensation & Benefits

- **Salary:** \$90,000 annually, pro-rated for the fixed-term contract (approximately April–December 2026).
- **Benefits:** Eligibility for TMAPS' group health benefits plan, phone bill reimbursement, and paid time off in accordance with internal policies.
- **Term:** Fixed-term parental leave replacement contract ending December 2026. With a three-month probationary period and **no severance or extension beyond the stated term.**