



If you would like to be involved with Board governance, policy development and long term planning for one of Ottawas outstanding community agencies, we would be interested in receiving your application to the Board of Directors.

Mothercraft Ottawa is a non-profit multifaceted family support agency offering a wide array of programs for families from pregnancy to school age. Mothercraft has been supporting and meeting the needs of families and care providers in our community since 1944.

### **Our Programs: Helping Families Grow and Thrive**

We offer early learning programs and services that support early childhood development; and full-time, part-time and casual, licensed child care programs for children aged 6 weeks to 12 years. Mothercraft Ottawa's child care programs are provided in a centre, in a school or in a caregiver's home and are available throughout the year.

We offer a comprehensive range of support services for parents, including prenatal classes, birth companion support, drop-in play groups and parenting workshops. As an EarlyON Child and Family Centre we offer programs and workshops that support parents and caregivers in all aspects of early child development. Other high quality services offered by Mothercraft include rentals of safe and clean baby equipment and a toy lending library. Note all our programs are offered in both English and French.

### **Our Values**

Through our work with families, staff, partners and the community, Mothercraft is dedicated to:

- Creativity: Exploring possibilities
- Nurturing: Supporting each other with compassion
- Inclusivity: Welcoming and encouraging diversity
- Integrity: Acting with honesty and reliability
- Collaborative Relationships: Built on respect and communication.

### **Our Board of Directors**

The role of our Board of Directors is to provide governance to the organization, identify and monitor strategic priorities, set agency policies and determine innovative ways to promote and expand services and supports. Mothercraft values the different perspectives, knowledge, skills and interests that each Director brings to the Board.

**We are currently recruiting 2-4 volunteer Board member to serve as Directors.**

We **urgently are seeking an individual with expertise in communications and/or community engagement** to help support our Board and Senior Leadership plan our communications and engagement strategy in the coming years.

We are also seeking individuals with strong backgrounds in one or more of the following areas:

- Nonprofit Corporate Governance;
- Financial Management;
- Risk Management;
- Legal;
- Fundraising/ Financial Partnerships;
- Communications/ Community Engagement;
- Technology and Information Management.

We welcome new members who:

- Are over 18 years old;
- Are able to serve as a corporate director;
- Are supportive of our Mission Statement;
- Available once a month for board meetings;
- Available once a month for committee meetings; and
- Available adhoc for budget review and external audit.

The Board meets 8 times a year in Westboro (or remotely at this time) to discuss and review operations and committee work. The approximate time commitment for this position is 5-10 hours per month.

Previous board experience is not essential but would be considered an asset.

If you would like to be involved with Board governance, policy development and long term planning for one of Ottawa's outstanding community agencies, we would be interested in receiving your application to the Board of Directors.

Please submit your resume and a cover letter which explains (1) how your expertise fits the skill sets defined above and (2) when you would be available to join the board. Please submit by email to Tracy-Lynn Mallett, Human Resources Manager at [tl.mallett@mothercraft.com](mailto:tl.mallett@mothercraft.com).

Deadline: This is an ongoing recruitment, but we seek the right candidate as soon as possible.

To learn more about Mothercraft Ottawa please visit our website: [www.mothercraft.com](http://www.mothercraft.com)

Telephone inquiries WILL NOT be accepted.

We thank all applicants for their interest.

Only candidates chosen to participate in the interview process will be contacted.