

## Executive Director – Portal Youth Outreach Association

*Lead. Influence. Transform.*

**Location:** Kentville, NS + Opportunities for Hybrid Work

**Salary:** \$85,000-\$95,000

**Reports to:** Board of Directors

**Start date:** January 30, 2026 (negotiable)

### About Us

Portal Youth Outreach Association (PYOA) is more than a nonprofit – we are an **impact organization**. For decades, we've been on the front lines of youth engagement, helping young people navigate challenges, find their voice, and create brighter futures. Our work extends beyond programs and services; we are shaping community outcomes, influencing policy, and setting new standards for youth-focused impact across the region.

At PYOA, our mission is simple yet powerful: to empower youth to thrive. We are known for our innovation, collaboration, and the relentless pursuit of solutions that change lives.

### The Opportunity

We are seeking a visionary and compassionate Executive Director who can take PYOA's momentum and propel it to the next level. This is not a maintenance role. This is a leadership opportunity for someone who is eager to:

- Champion youth at the community and government levels.
- Lead a high-functioning, committed team that is passionate about impact.
- Build partnerships that expand our reach and strengthen our influence.
- Position PYOA as a thought leader and change agent in youth services.

### Who You Are

You are an executive-level leader who thrives in complex, dynamic environments. You know how to navigate systems, pull the right levers, and influence decision-makers. Ambition drives you, but compassion grounds you. You believe deeply in the potential of young people and understand the importance of building organizational strength to support them.

We're looking for someone who:

- Has proven executive or senior leadership experience in nonprofit, public sector, or impact-driven organizations.
- Knows how to balance strategy with execution, vision with detail.
- Brings experience working with government, policy, or advocacy.
- Has led high-performing teams and built positive, accountable cultures.

- Manages large and complex budgets with clear financial direction and leadership.
- Combines business acumen with a heart for service.

## What You'll Do

As Executive Director, you will:

- Provide visionary leadership and strategic direction to PYOA.
- Build and maintain relationships with government, funders, and partners.
- Inspire and support staff, fostering collaboration, innovation, and resilience.
- Lead organizational growth to expand PYOA's reach and impact.
- Act as the voice of PYOA in the community and beyond.

## Why Join Us?

At PYOA, you will not just manage an organization - you will shape a movement. You will be joining a dedicated team that believes in big impact, big ideas, and big change. This is an opportunity to leave your mark on the lives of countless youth and the systems that support them.

## Recruitment Timeline

We value transparency and want you to know what to expect in this process:

- **November 5, 2025** - Application deadline
- **November 20 - November 28, 2025** - Round 1: Zoom interviews (conducted by Interim ED)
- **December 3 -12, 2025**- Round 2: In-person multi-panel interviews (Staff, Board, Interim ED)
- **December 19, 2025** - Final selection and offer extended
- **January 30, 2026** - Target start date for the new Executive Director

## How to Apply

Applications will be accepted until **November 5, 2025, at 11:59 pm**. Please submit a cover letter and resume to our Interim Executive Director, W. Coby Milne, at [director@portalyouth.ca](mailto:director@portalyouth.ca)

We look forward to reading your cover letter and how you highlight the leading initiatives that have created impact in your career, and why you are inspired to lead the Portal Youth Outreach Association.

*The Portal Youth Outreach Association is an equal opportunity employer and prohibits discrimination based on race, colour, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.*

*The Portal Youth Outreach Association fosters a workplace environment that embraces diversity, equity, inclusion, and belonging. We celebrate all individuals' unique perspectives and contributions, creating a culture where everyone feels valued and respected. Our commitment to diversity enriches our organization, fostering innovation, collaboration, and empathy across all facets of our work.*

*We actively promote diversity, equity, inclusion, and belonging in our daily practices and initiatives. This includes cultivating a workplace culture where every voice is heard, prioritizing professional development opportunities, emphasizing diversity training, and engaging in community partnerships promoting equitable access to resources.*