

NIA Board of Directors
 nanaimoinnovationboard@gmail.com

- Hire and oversees the ED
- Create and define the mission, objective and goals
- Establish a governance system
- Protect fiduciary assets and approve an annual budget
- Support and initiate fundraising
- Support an ongoing positive image
- Approve to acquire necessary capital resources.
- Make sure they can adequately fund any new programs, products or services
- Vote on major decisions

HR Support

- works to support all staff with professional development and social/emotional support
- can reach out to set up a meeting anytime

Office Manager
 info@nanaimoinnovation.org

- Supports the ED and Managers with all aspects of the office
- Oversees Admin Assistant (events@nanaimoinnovation.org)

Bookkeeper
 office@nanaimoinnovation.org

- Oversees payroll and billing families

Groundskeeper and Maintenance

- Oversees building safety and all general maintenance

Executive Director
 admin@nanaimoinnovation.org

- Manage enrollment and recruitment of new families
- Oversees marketing
- Manages budget
- HR role in hiring new staff and supporting Managers
- Oversees Managers and ensure quality controls
- Fundraising and grant writing

IT Manager
 it@nanaimoinnovation.org

- Oversees all aspects of their program and staff
- Manages family communication about child (not including fees)

Pre-K Manager
 prek@nanaimoinnovation.org

- Oversees all aspects of their program and staff
- Manages family communication about child (not including fees)

Forest Manager
 forest@nanaimoinnovation.org

- Oversees all aspects of their program and staff
- Manages family communication about child (not including fees)

Nutrition Manager
 nurtition@nanaimoinnovation.org

- Oversees all aspects of their program and staff
- Manages communication about food and programing with each manager

Teachers in Cedar IT and Oak IT

Teachers in Oak Pre-K

Teachers in Oak Forest Pre-K, Cedar Forest Pre-K and Forest Explorers

Head Chef

Kitchen Staff

Garden and Community Farms

