



Sayward Futures Society
Our Community Our Future

Sayward Futures Society is a not-for-profit organization that explores, promotes, and supports economic opportunities, growth, and diversity in the Sayward area.

Sayward Futures owns and operates the Wharf at Kelsey Bay (including the Sayward Tourist Centre, Ocean View Gifts, and Al's Room). It also sponsors Canada Day celebrations and operates as an umbrella organization for other area groups, including the Kusam Klimb, Sayward Tourism Committee, and RCMP Bike Rodeo. We currently have the following job opportunity:

EXECUTIVE DIRECTOR

SFS intends to hire an Executive Director to be responsible for the day-to-day operation and management of a busy not-for-profit organization. During winter months, much of the work may be conducted remotely but spring, summer and fall activities require the successful candidate to attend at the office on the Wharf at Kelsey Bay on a regular basis. This is a part-time position, with a budgeted salary of \$7200 Per Annum.

Responsibilities:

- Develop and implement strategic plans that meet the goals and objectives of the society.
- Support and promote membership growth and activities in SFS.
- Create and implement policies in conjunction with the SFS board of directors
- Submit a monthly report to the Board of Directors.
- Apply for and manage the requirements of various grants, funding, stipends etc.
- Liaise with the representatives from our sub-committees, umbrella organizations, local government, RCMP, DFO, Coast Guard and our stakeholders.
- Manage SFS online presence.
- Encourage a culture of transparency and open communication throughout the organization.
- Ensure SFS and its activities are as safe as possible for all staff, visitors, users and volunteers. Maintain a WorkSafe BC Environment.

Qualifications and Experience:

- A proven track record of leadership
- Demonstrate an ability with MS Windows, communication, organization and administrative skills with the capacity to maintain a well-organized filing system and work environment
- Knowledge of not-for-profit community-based programs and services
- Comfortable and demonstrated familiarity with business environments

To apply, please email sfs@saywardvalley.net with the following information:

- A current resume with details of previous experience and qualifications along with a cover letter detailing why you are suitable for this position
- Contact details for at least two prior employer references

Closing date: April 15, 2019.