



## Pigeon Lake Watershed Association Executive Director Position

Applications accepted until September 7<sup>th</sup>, 2015

Email your application package to: [plwainfo@gmail.com](mailto:plwainfo@gmail.com)

Short-listed applicants will hear from PLWA by September 18<sup>th</sup>

The PLWA is a progressive charitable, membership organization since 2008, working closely with the watershed residents and leaders to bring about the changes needed to enhance, preserve and protect the lake and its watershed for current and future generations. Pigeon Lake is the largest central Alberta lake, with a long, interesting history. Recognized as a leader in developing and implementing best watershed practices, the PLWA now requires a position dedicated to being both the Executive Director of the PLWA and the Project Manager of the Pigeon Lake Watershed Management Plan. We have recently been approved for two grants, one substantial, to forge ahead on critical work and on-the-ground actions for the health of the watershed and we must make the most of this opportunity.

This position should interest people looking to combine ecology and social systems focusing on water resources.

**Position Type:** Full time. There is room to negotiate lighter work weeks or extended holidays in off season, with the ability to put in more time during the high season.

**Salary Range:** \$55K - \$60K annual compensation depending on qualifications and experience, plus expenses.

**Location:** Pigeon Lake - about one hour south west of Edmonton. Candidate is required to live at Pigeon Lake for periods of time during the summer and to attend meetings throughout the year, primarily in Edmonton and Central Alberta.

**The Successful Candidate:** The successful candidate is a quick learner with a track record of results by working well both independently and effectively with a full range of urban and rural community members, volunteers, governments, healthy lake partners and experts. Your background enables you to run the day-to-day operations and initiatives of the PLWA, as well as provide the project management, communications and community engagement. You have fund development skills.

This person is passionate about lakes and able to engage and able to inspire people to want to learn and be healthy lake stewards, recognizing both their privilege and responsibilities of living by water. They will eventually represent the PLWA at many conferences and meetings throughout the year.

This employee will work closely with the Directors and attend board meetings.

Skill Sets include:

- Strong interpersonal attributes, able to establish and maintain effective relationships
- Strong organizational and administrative abilities, able to balance numerous activities
- Communications: Strong written and verbal communication skills
- Critical and creative thinking: Proven ability to analyse issues and sustain effective recommendations
- Strong leadership skills, able to chair meetings, give direction, delegate tasks and work cooperatively with Committee members and watershed stakeholders
- Demonstrated computer skills including word, excel, data base, presentations and website
- Budgeting / financial management and a track record of effective grant writing
- A strong foundation of water quality / lake and/or ecology experience / knowledge

- Attributes include:
  - Passionate about Pigeon Lake and it's watershed
  - Self-starter, able to work with little supervision yet adheres to board policy and direction
  - Flexible schedule, able to attend meetings at various times and locations
  - Able to provide and drive a motor vehicle
  
- Experience Encouraged in:
  - Living by water / Ecology / water quality
  - Leading Change
  - Recreational lake experience
  - Stewardship organization and/or a not-for-profit a definite asset as would an understanding of municipal government
  - Some achievement in a complex organization or environment

30/07/2015