

Steveston Community Society and Richmond Agricultural and Industrial Society

Serving the Community of Steveston since 1946

Employment Opportunity – **Executive Director**

The Steveston Community Society (SCS) and the Richmond Agricultural & Industrial Society (RAIS) are community organizations directed by two boards of committed volunteers. Both society boards are comprised of the same directors but have distinct mission statements and goals and objectives.

We are looking for an energetic person with strong leadership, relationship and organizational skills to lead the SCS and the RAIS into the future, including the development of a new community centre building.

The SCS in conjunction with the City of Richmond staff directs the programs of the Steveston Community Centre. (SCC) The RAIS works with the SCS and SCC to plan and coordinate events such as the Steveston Salmon Festival and the Steveston Farmers and Artisans Market along with other community events and activities. Both societies maintain year-round and seasonal staff and a team of volunteers. Supervision of staff will be a component of the work in this position.

If you are someone that has experience as an executive director or similar position in the corporate or non-profit sectors, is a life long learner and has great interpersonal and communication skills, consider using your skills and abilities to work with two Richmond societies with many community and business connections and a long history of serving the people of Steveston and Richmond. The ideal candidate will show a special interest in community development and use a strategic mindset to ensure the future success of both societies.

DUTIES AND RESPONSIBILITIES

- 1) Direct and coordinate the overall management of both societies towards meeting each society's mission statement and goals and objectives
- 2) Direct and coordinate the operation of the SCS and RAIS Boards guided by the regulations of the Societies Act and the SCS and RAIS constitutions and by-laws.
- 3) Direct and coordinate the maintenance of records and completion of annual filings for both societies.
- 4) Direct and coordinate accounts payables and receivables for the societies
- 5) Coordinate and support the work of committees of each society
- 6) Direct and supervise RAIS staff and specified SCS staff
- 7) Policy Development and Implementation
 - a) Assist with the development of policies where needed with city staff and SCS Board
 - b) Coordinate the development and implementation of policies as directed by the RAIS Board
- 8) Represent the Board(s) and communicate with the City of Richmond officials and staff and other community partners
- 9) Coordinate and prepare the RAIS budget with the treasurer and support the preparation of the SCS budget with city staff and treasurer.
- 10) Direct and coordinate the maintenance of equipment and supplies for both societies
- 11) Direct and coordinate recruitment and training of volunteers for society events
- 12) Direct, coordinate and assist in the planning and implementation of

special events or activities on behalf of the Board of each society

- 13) Other related duties as assigned by the society president or designate

Safety and Risk Management

- 1) Manage police information checks as required for staff, volunteers and Board of Directors
- 2) Organize and apply for and/or renew insurance requirements for the Societies, including events, permits, licenses and certificates
- 3) Follow City of Richmond emergency protocol and procedures
- 4) Assist and support city staff in the case of an emergency

REQUIRED QUALIFICATIONS/SKILLS

- Appropriate Education and Training in Administration
- Minimum 2 years experience as an Executive Director or in a similar position
- Minimum 3 years of experience in a supervisory position
- Evidence of strong communication and conflict resolution skills
- Evidence of strong organizational and time management skills
- Demonstrated ability to work independently as well as part of a larger team
- Evidence of taking initiative, leading effectively, and having good judgment
- Demonstrated ability to direct and coordinate large scale events
- Proficiency with Microsoft Word, Excel, PowerPoint and Outlook and other administrative computer programs
- Demonstrated experience with budgeting and financial planning/analysis
- Evidence of grant writing experience and success in obtaining grants

DESIRED QUALIFICATIONS/SKILLS

- Proficiency and comfort using social media and website platforms
- Marketing experience
- Standard or Emergency First Aid & CPR

HOURS OF WORK: Full time. Evening and weekend work as required.

RENUMERATION: \$70 000 per year (Compensation package dependent on experience and qualifications)

Interested candidates may apply for this position by sending a cover letter and resume to:

Attention – Vice President,
Steveston Community Association and Richmond Agricultural and
Industrial Society.
4111 Moncton St., Richmond, BC, V7E 3A8

email: stevestoncc@richmond.ca

The deadline for receiving applications is January 18, 2019 at 10:00am.

The Steveston Community Society and Richmond Agricultural and Industrial Society thank all applicants in advance for their interest. Only those candidates under further consideration will be contacted.