



You are invited to apply for the position of
Save Our Seine Executive Director

About Save Our Seine (SOS):

Started 22 years ago, SOS is a not-for-profit, community-based stewardship group that strives to protect, preserve, enhance and promote the enjoyment of the Seine River Greenway. This 26 km stretch of river and riparian area extends through St. Vital and St. Boniface from the Red River Floodway to the Red River.

Key Features of the Job:

Start Date: Sept 3, 2013

Duration: 14 months (may be extended)

Work Week: 30 hours

Salary: \$2400 per month

Reports to: SOS Board of Directors

Location: Position is contracted and carried out from a virtual office

As SOS Executive Director, you will:

- Assist with SOS's efforts to assess and protect important green spaces in the vicinity of the Seine River that are subject to development pressures
- Coordinate implementation of the Adopt A River school education program
- Prepare content for the SOS newsletter, website and other communications
- Coordinate SOS awareness activities, stewardship events and campaigns
- Represent SOS at events and meetings with a variety of groups
- Liaise with government agencies and other SOS stakeholders
- Contribute to SOS fund raising initiatives including preparing grant applications
- Participate in SOS's monthly board meetings
- Prepare monthly Executive Directors report
- Other duties as assigned

Qualifications:

- Enjoys working in outdoor environment with multiple priorities and stakeholders
- Works independently with limited supervision
- Well organized, multi-tasker and able to perform administrative tasks
- Effective writer, speaker and presenter
- Experienced in planning and managing small projects
- Demonstrated experience with fund raising

Assets:

- Familiar with the Seine River Greenway or riparian ecosystems
- Interested in sustainable development and the environment
- Bilingual - English and French
- Previous involvement with small, non-government organization
- Experience working with schools and educators
- Experience with media/promotions and event coordination
- Website development and maintenance skills (Wordpress)
- Possesses a valid Manitoba drivers license

Please submit your covering letter, resume and 3 references in PDF format to the SOS Selection Committee. Send information to saveourseine2apply@gmail.com stating *Application for SOS Executive Director* in the subject line.

Applications are due by July 15, 2013. You will only be contacted if you have been selected for an interview.