



## ***CMI Executive Director Position Maternity Leave Cover***

The Columbia Mountains Institute is an enterprising non-profit organization whose goal is to improve ecological management by increasing and sharing knowledge about the ecosystems of the Columbia Mountains and nearby regions. The principal duties of the CMI Executive Director are to manage the affairs of the Society, to coordinate or perform all aspects of organization of events, to manage the Society's assets including the website, and to administer or perform other projects undertaken by the CMI. The Board of Directors are looking for a qualified individual to fill the role of Executive Director. Qualifications and characteristics include:

### Personal characteristics

- Detail-oriented, self-directed & organized
- Uses time effectively
- Able to work with a variety of people from different backgrounds
- A science background, enough to understand vocabulary and principles related to the activities of CMI and the events we are hosting.

### Working conditions

- Although the Executive Director is usually based in the office, you must be able to travel as needed to host events in southeastern BC (usually approx. 6 days/yr).
- A vehicle is required for travelling to event locations. A vehicle allowance is provided.
- The job is approximately 0.7 appointment - hours vary depending on the season and how many projects the organization is running. CMI tends to be busier in the spring and the fall at which time the Executive Director is working close to full time (35hrs/week), the hours drop back mid-winter and mid-summer. To maximize your availability to the public you will usually work during the standard work week and during standard work hours.
- Occasionally (e.g. right before a conference or when travelling to a conference) you may need to work longer days or on weekends.

### Computer skills

- Microsoft Excel, Word, WordPress, Photoshop Elements, Adobe Reader, Outlook, Google Mail, Vertical Response email distribution service

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Excellent writing, editing, and communication skills

- Ability to prioritize, organize, format and upload text to website and compose communications to members and others
- Must be comfortable talking and presenting in front of an audience
- Ability to compile and edit (copy-edit) conference summaries of 125+ pages.
- Operate with no proof reader
- Ability to write accurate and detailed funding requests

Ability to operate and maintain office and conference equipment

- Can perform maintenance and updates on CMI computers
- Can operate a digital projector

Location

- The position is located in Revelstoke BC

Wages

- This is an employed position that will pay \$30/hr

Term

- We anticipate this position to begin with reduced hours in November 2017 for training. The existing Executive Director will enter maternity leave mid-January 2018 and the position will continue until February 2019 with the possibility of extension.

How to Apply

- Interested candidates should submit their application to [office@cmiae.org](mailto:office@cmiae.org) by September 29, 2017.

Please visit <http://www.cmiae.org/> for more information about the Columbia Mountains Institute of Applied Ecology.