Executive Director Position Posting

The Agroforestry and Woodlot Extension Society (AWES) is looking for a self-directed, motivated candidate to fill the full-time position of Executive Director. The primary roles of this position include leading the design and implementation of agroforestry and riparian restoration programs on private lands across Alberta, and extension and education program for land owners and managers about relevant practices and principles. The successful candidate will have strong scientific expertise in forest ecology and management and the ability to manage a small not-for-profit in a sustainable manner while engaging all partners in the sector.

Location: This position is based out of Edmonton, but will involve travel throughout Alberta.

Duties and Responsibilities:
- Report to the AWES President and Executive Committee.
- Develop and implement the annual work plan of the society as approved by the Board of Directors.
- Function as the primary contact for all stakeholders involved with AWES and represent the organization for best outcomes with external partners and sectors involved in agroforestry.
- Develop programming and conduct business development while facilitating strategic alliances with partners.
- Undertake general administration of AWES including:
  - Management and supervision of AWES staff and contractors as required.
  - Plan and administer AWES financials.
  - Plan and administer the annual Board Meetings and AGM
  - Manage project expenses and submit relevant documents on time according to project and internal standards
  - Provide reports on extension and planting activities
  - Develop and manage contracts
- Design, manage, and supervise the implementation of agroforestry, riparian restoration, and woodlot enhancement planting projects on private land.
- Develop, publish and disseminate extension materials and tools (e.g. factsheets, infographics, manuals, guides, articles, videos, webpages, or newsletters) on agroforestry, riparian management, or woodlot management related topics.
- Plan, develop, and submit proposals to acquire project funding.
- Collaborate with AWES partners and stakeholders within public, private, and non-governmental sectors.

Competencies:
- Financial management practices and skills
- Human Resources management
- Facilitation and cooperation practices and skills
- Business development skills
- Agroforestry and woodlot management principles and practices
- Forest ecology and landscape processes and functioning
- Plant and soil taxonomy, ecosystem classification
- Knowledge of pertinent acts, regulations, policies and directives
- Extension methodology and information packaging
- Knowledge of forest and agricultural industries
- Practical knowledge of silviculture in agroforestry and/or restoration contexts

**Qualifications/Skills:**
- University degree or technical diploma in relevant field (e.g. agroforestry, forestry, agriculture, environmental science, ecology, land reclamation, or related natural sciences)
- Minimum of five (5) years experience working in agriculture, forestry, land management, or related natural sciences preferred
- Effective writing, administration, and communication skills, including experience with technical writing and presentation delivery
- Experience with project management, budgeting, and supervision
- Experience working with stakeholders and good interpersonal skills
- Experience with Microsoft Office programs and with GIS such as Google Earth Pro, ESRI products, or similar software
- Willing to work independently, irregular hours and in a field setting
- Valid Class 5 (or higher) Drivers License
- Organized, enthusiastic about the work and subject matter, flexible, self-motivated, and a team player
- Excellent field navigation skills (e.g. GPS and map) and experience conducting field work
- Membership in a professional organization such as the Association of Alberta Forest Management Professionals, Alberta Institute of Agrologists and/or Alberta Society of Professional Biologists is an asset

Compensation and vacation are subject to negotiation, but the preferred salary range is between $70,000 to $80,000/year with a bonus arrangement and an annual vacation entitlement of 3 weeks.

Interested candidates should submit a resume and cover letter to info@awes-ab.ca.

**Applications must be submitted on or before February 14, 2020.**

For any questions regarding the posting and the organization please contact:

Noel St Jean, RPF
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