



EMPLOYMENT OPPORTUNITY

POSITION	Executive Director
TERM	Permanent part-time, approximately 15 hours/week to start; hours may fluctuate depending on current projects (funding dependent); \$30-35/hour depending on experience
WORK HOURS	Work schedule is flexible but does require keeping up with correspondence most weekdays, and some weekend/evening hours
LOCATION	1025 Boundary Road, Vancouver with travel to worksites throughout Metro Vancouver; some work can be home-based
APPLICATION DEADLINE	November 22, 2023
START DATE	January 2024 with some orientation hours in December (flexible)

SUMMARY OF POSITION

The Invasive Species Council of Metro Vancouver (ISCMV) is a non-profit organization and registered federal charity dedicated to minimizing the impact of invasive species. The ISCMV provides leadership in the region on invasive species management through programs, resources, services, and collaboration with partners.

We seek a highly motivated and independent Executive Director to lead the organization. The successful candidate will have a keen sense of how to support and improve invasive species management in the region, and the ISCMV's role as a regional leader. With direction from a Board of Directors, the Executive Director is responsible for management of all aspects of the society, including administration, financial oversight, human resources (managing a small team of part-time staff), consultation on invasive species projects, education program delivery, and execution of the organization's strategic plan. At a time of restructuring, the Board is especially interested in candidates skilled in transitions and fund development.

This dynamic position may be well-suited to a professional with other commitments or already working in the non-profit, education, environmental or invasive species sectors. Some of the core tasks and responsibilities for this position are outlined below.

Leadership

- Collaborate with and support partners including all levels of government, First Nations, industry, contractors, NGOs, and stewardship groups
- Support strategic and business planning
- Recruit, hire, train, supervise and evaluate employees, volunteers, and contractors
- Work closely with, and report to, the Board of Directors
- Oversee and manage contracts

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- Maintain office headquarters, including working from the ISCMV office at least 2 days/week (flexible hours)
- Develop annual work plan and budget
- Financial oversight: maintain bank accounts, act as a signatory for the organization, manage program budgets, issue payments, payroll, minor bookkeeping, reporting
- Ensure compliance with safety procedures, applicable legislation, and agency policies
- Administer a local government working group (Regional Invasive Species Working Group)

Development

- Identify and seek diverse partnerships and funding sources
- Write and submit funding proposals
- Report to funders/partners

Technical

- Oversee operations projects and partners
- Provide consultation and technical expertise to land managers and ISCMV staff
- Conduct inventory, monitoring and/or control activities for invasive species
- Coordinate stewardship events
- Knowledge of best practices for high priority species in the Metro Vancouver region

Education and Outreach

- Respond to inquiries and invasive species reports via phone, e-mail, and social media
- Deliver public presentations and technical workshops
- Coordinate educational forums and other events
- Develop and distribute education and outreach materials
- Act as media spokesperson for the organization
- Participate in outreach events
- Facilitate information sharing via website, e-newsletters, social media, and listservs

BENEFITS

- Standard 4% vacation and statutory holiday pay
- Flexible work schedule
- Paid professional development opportunities (webinars, training, first aid course, etc.)
- Networking with many partners (local government, NGOs, researchers, Board of Directors, regional invasive species organizations, politicians, etc.)

CREDENTIALS

- R.P.Bio., P.Ag., similar designation or equivalent background
- Personal vehicle available for work use and valid Class 5 or 7N Driver's License essential (driver's abstract will be requested from those selected for an interview)
- Provide own computer with Office products for work use
- Current Occupational First Aid Level 1, 2, or 3 or able to achieve certification within one month of starting work
- Willingness to obtain a police information check with "vulnerable sector"
- Willingness to use personal credit card for program expenses up to \$500 (for reimbursement by cheque)

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QUALIFICATIONS & SKILLS

The ideal candidate can demonstrate many of the following:

- At least 5 years of non-profit management or leadership experience
- High level strategic thinking and planning
- Strong project development and fundraising skills
- Familiarity with the Metro Vancouver region and its invasive species/environmental challenges
- Extensive knowledge of integrated pest management and experience managing local invasive species
- Professional attitude that will reflect positively on the organization's reputation as a regional invasive species expert
- Ability to work from a home office, public site, or field environment with minimal supervision
- Comfort speaking in public or sharing information to groups
- Experience hiring, supervising, training, coordinating and supervising staff, volunteers, and contractors
- Proficient in preparing technical and professional documents (reports, news articles, management plans, etc.)
- Able to conduct field work outdoors in all types of weather, including walking a few kilometers in vegetated areas with varied terrain, manually controlling invasive plants, and lifting up to 14 kg (30 lbs.)

APPLICATION PROCESS

The ISCMV welcomes applications from members of racialized minorities, women, Indigenous Peoples, persons of various sexual orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities.

This position may be subject to funding availability. Only candidates being considered for this position will be contacted. Please submit a cover letter and resume in a single PDF file indicating how you meet these qualifications to the Hiring Committee at info@iscmv.ca by November 22, 2023.