

Executive Director (volunteer)

Posting date: November 18, 2021

Application Deadline: December 2, 2021

Description

Are you a self-starting, passionate Earthling looking to make a change in our world? Plastic-Free YYC is looking for the newest face of the organisation to fill the role of Executive Director. Use your awesome leadership strength and superb communication skills to help fight this ever-growing problem of plastic waste. Showcase your skills and knowledge to our community and take your budding career to the next level.

In this self-directed position you will work alongside the Board to create, lead and implement a strategic plan that ensures our mission statement is achievable and relevant to the needs of our stakeholders.

In this role you are authorized to make decisions, take action and develop activities that are consistent with our goals. You will be responsible for the organisation's consistent achievement of its mission. In all essence, the Executive Director is the Chief Executive Officer of our organisation.

Bring your passion to the forefront of your career with this unique volunteer position!

Responsibilities

Leadership

- Oversee the efficient and effective day-to-day operations to meet the goals and objectives of the strategic plan
- Provide regular operational and financial progress updates to the board
- Develop a budget for the year for review by the Board
- Lead projects that will secure adequate funding for the organisation, with support from the Board where required
- Administer the funds of the organisation according to the approved budget and monitor the monthly cash flow of the organisation, with support from the Board Treasurer

Communications

- Establish good working relationships and collaborative arrangements with community groups, funders, and other organisations
- Represent Plastic-Free YYC at community activities to enhance the organisation's community profile and continually act as the spokesperson for the organisation
- Lead by example with enthusiasm and passion to energize the volunteer team and the community
- Host regular team socially-driven meetings to share progress on all of the goals and projects as well as create meaningful connections
- Manage the organisation's main email account and direct messages to the appropriate team members.

People Management

- Motivate the volunteers regularly with encouragement and enthusiasm through consistent communication, regular team meetings, check-ins, and team appreciation events.
- Lead the volunteer team to ensure all events or programs offered contribute to the organisation's mission
- Determine volunteer staff requirements for organisation, recruiting, interviewing and selecting team members that have the right skillset, personal abilities and passion to help further the organisation's mission
- Ensure that all new team members receive orientation and relevant training
- Maintain a climate that attracts, keeps and motivates a diverse staff of top quality people
- Ensure that the human resources policies, procedures and practices are followed

Knowledge and Skills

The successful candidate would ideally possess:

- Knowledge of and/or experience in waste management, circular economy issues
- Passion for solving environmental issues and inspiring others
- General knowledge of processes around event planning and execution
- Strong understanding of business communications and marketing
- Awareness of social media best practices and techniques
- Technologically capable. Should be comfortable using Google Suite, MS Office, Video conferencing.
- WordPress site management, *considered an asset*
- Experience working within a non-profit, *considered an asset*

Education

Undergraduate degree or diploma or a combination of experience.

Experience level

One-of-a-kind, entry-level executive leadership role for someone in the beginning to middle level in their career. A role to truly showcase your skills and expand your opportunities in leadership.

Certification required

As much of the work will be done remotely via online platforms, reliable access to the internet, a computer, and a printer will be beneficial.

This is an unpaid volunteer position.

About the organisation

Plastic-Free YYC is Calgary's leading voice in zero waste and plastic free living. Our mission is to engage individuals, businesses and governments to make positive, plastic-free changes in the world.