

Executive Director

The Saskatchewan Volunteer Fire Fighters Association announces the search for an Executive Director to lead the SVFFA into their 27th year.

Function

Appointed by the Board of Directors as the chief officer to represent the organization in all internal and external activities.

Major Responsibilities

- Liaison with Saskatchewan volunteer fire departments to maintain and increase memberships
- Promote and organize the Spring and Fall Fire Schools
- Ability to publish four newsletters per year
- As the IFSTA rep for the province you will be responsible for the sale, ordering, shipping and invoicing of all IFSTA materials
- Conduct the daily operations of the Association which entails responding to concerns and questions from the membership
- Attend SUMA, SARM and the SAFC conferences as well as Zone meetings
- Organize Board of Director meetings
- Liaison with other fire service related organizations
- Ability to store the assets and records of the Association

Competencies and Traits

Individuals should possess and demonstrate the competencies and traits outlined below:

- A working knowledge of the fire service
- Have strong inter-personal skills
- Ability to prioritize work activities, use time efficiently and create realistic action plans
- Have management and financial expertise with the ability to continue the growth of the SVFFA
- High level of managerial maturity, experience, self-confidence, and ability to provide administrative leadership and counsel to the Board of Directors
- Experience initiating and recommending policies and programs for Board consideration, offering recommendations, and alternative courses of action

Qualifications

- Computer skills with a knowledge of Microsoft and Quick Books
- Financial management experience
- Experience as a fire fighter would be an asset

- Knowledge of non-profit governance
- Experience working closely with a Board of Directors
- Willingness to travel throughout Saskatchewan
- Hold a valid driver's license and have access to a vehicle

Salary – Commensurate with experience

The successful candidate shall be subject to a Criminal Record Check as a condition of employment

Please submit applications to SVFFA by email at svffa@sasktel.net

Closing date: May 25 with interviews held in May 28 2017.

We thank all applicants and advise that only those selected for an interview will be contacted.