

Position: Executive Director Location: Edmonton, Alberta Start Date: July 3, 2017

The Agroforestry and Woodlot Extension Society (AWES) is a non-profit organization incorporated in 2010 that exists to increase awareness of the economic, social and environmental values of agroforestry and woodlots in the agricultural landscape in Alberta. AWES promotes responsible woodlot and agroforestry management by providing support and extension services to landowners, land stewards and others who influence land practices in Alberta.

Duties include but are not limited to:

- Attending board, and other meetings, as required
- Being the spokesperson for AWES
- Hiring, supervising, evaluating and releasing all other paid staff and contractors
- Preparing, interpreting and applying AWES policies
- Keeping the Board informed about the affairs of AWES
- Maintaining the AWES books
- Preparing and managing AWES program and project budgets
- Planning and managing the AWES programs and services
- Writing proposals, grant applications and funder reports
- Preparing and delivering extension materials about agroforestry and woodlots
- Maintaining the AWES Website
- Driving to conduct AWES business and working irregular hours

Qualifications:

University degree or technical diploma with some experience working in agriculture, forestry, land management, conservation or related natural sciences. Excellent oral and written communication skills are necessary to ensure project information is conveyed clearly and accurately. The preferred candidate will have experience related to project and financial management and employee supervision. He or she is able to work independently but also thrives as a team player and demonstrates self-initiative to help grow the society. Experience working with a board of directors would be an asset. A valid Alberta driver's license is required as travel will be necessary and candidates must be immediately eligible to work in Canada. Preference will be given to those registered in good standing or immediately able to register with a professional organization such as Alberta Institute of Agrologist, Alberta Forest Management Professionals or Alberta Society of Professional Biologists.

For more information please contact Mikel Jackman at (780) 618-5301, mjackman@dmi.ca, or visit our website www.awes-ab.ca.

Please submit your covering letter and resumé to: <u>info@awes-ab.ca</u> by May 5, 2017. Only those applicants selected for an interview will be contacted.