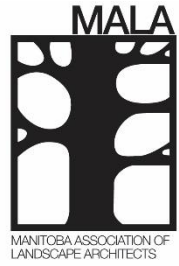


Employment Bulletin



Position: Executive Director, Manitoba Association of Landscape Architects

Location: Winnipeg

Salary: Hourly contract rate commensurate with experience;
approximately 1,000 hours per annum

General: The Manitoba Association of Landscape Architects (MALA) is looking for a creative, professional individual with strong written and verbal communication skills to replace our outgoing Executive Director of 21 years. The successful candidate will be an organized problem solver of good character and leadership ability, with the administrative, accounting, and marketing skills to promote and advance our growing profession.

This position will appeal to a talented administrator seeking a flexible lifestyle – an opportunity to work from home while making a meaningful contribution to a worthy not-for-profit association.

Duties: The Executive Director (ED) reports to the MALA Executive Council, headed by the President. The incumbent serves as the Association's chief administrator, bookkeeper, and membership registrar. The ED receives general direction from Council and demonstrates initiative in completing a wide range of tasks to the satisfaction of Council.

Basic Duties:

1. Attend monthly Council Meetings, the Annual General Meeting, and special General Meetings as required, including recording, preparing, and distributing agendas, minutes, and attachments.
2. Give notice of meetings to Members and to Council as required.
3. Compose, prepare, and distribute reports, letters, memoranda, and emails.
4. Act as the Association's liaison with Members, Committees, and Taskforces, as well as other organizations, agencies, and members of the public.
5. Develop and maintain an up-to-date filing system, including preparing, updating, and distributing numerous policies, records, reports, and other documents as required.
6. Order and purchase all necessary materials and supplies with the approval of Council, as appropriate.
7. Keep the financial ledgers (accounts payable and receivable) including preparing monthly financial status reports and annual financial statements.
8. Issue dues invoices, payment reminders, receipts, and cheques.
9. Receive and process membership applications.
10. Issue membership certificates and professional seals.
11. Maintain membership files and the Association's database.
12. Ensure compliance of membership requirements and initiatives.
13. Perform related duties as required, including possible maintenance and updating of the MALA website.

MINIMUM QUALIFICATIONS:

- Post-secondary degree, diploma, or certificate in Business Administration, Accounting, Marketing, or equivalent (a combination of education and significant experience will also receive consideration);
- Demonstrated experience working with *Microsoft Office*, including *Outlook*, *Word*, *Excel*, and *PowerPoint* (or equivalent);
- Demonstration of strong written and verbal communication skills (English);
- Demonstration of accounting and bookkeeping skills;
- Demonstration of excellent organizational skills and the ability to prioritize tasks to meet deadlines;
- Excellent interpersonal and dispute resolution skills.

ASSETS:

- Experience with not-for-profit organizations;
- General knowledge of the profession of landscape architecture;
- General knowledge of professional ethics;
- Working knowledge of website maintenance and operation;
- Working knowledge of social media platforms, including *Facebook*, *Twitter*, and *Instagram*;
- Working knowledge of *QuickBooks* (or equivalent);
- Fluency in French.

ADDITIONAL INFORMATION:

- MALA Website: <http://www.mala.net/index.php>
- Ideally, the successful candidate will receive 3 to 6 months training under the guidance of the outgoing ED to ensure a smooth and successful transition for MALA.
- This is a part-time contract position with no benefits. The successful candidate will enter into a renewable two-year agreement with MALA, with a 6-month probation period.
- The current MALA Office is maintained in the residence of the current ED and this is the preferred arrangement, although specifics are negotiable.
- The current ED uses her own personal computer, with a subscription to *Microsoft Office for Business* paid for by MALA. This arrangement is negotiable.

APPLY IN WRITING WITH RÉSUMÉ AND COVER LETTER, INCLUDING THREE (3) PROFESSIONAL REFERENCES TO:

Manitoba Association of Landscape Architects
Executive Director Search
131 Callum Crescent
Winnipeg, Manitoba
R2G 2C7

Email: mala@mala.net

Fax: (204)-668-5662

Closing date: March 31, 2018

Starting date: Flexible

*MALA thanks all applicants and advises that **only those selected for further consideration will be contacted.***