



*Supporting you – from the ground up*

## **Executive Director**

### **Recreation Facility Association of Nova Scotia**

The Recreation Facility Association of Nova Scotia (RFA NS) is a province wide membership based organization that represents arena, pools, turfs and multi-dimensional recreation facilities in Nova Scotia.

RFA NS is currently seeking a dynamic, energetic candidate for the position of Executive Director. Reporting to the Board of Directors, this position is responsible for the day to day operation of the Association with a focus on building and maintaining membership.

#### **Position Requirements:**

- Post-secondary education or equivalent with 5 years of progressive responsibility preferably in a recreation or energy management capacity.
- Must be capable of managing day to day operations of the Association including general office duties, financial management, member communication, course development, production of Facility Focus, website management etc.
- Knowledge of recreation facility management, operations and risk management an asset.
- Experience dealing with various Provincial Government departments including grant applications, proposal writing, correspondence and presentations.
- Thorough working knowledge of Microsoft Office Suite including Publisher.
- Must possess strong organizational and communication skills coupled with the ability to multitask and meet multiple deadlines in a fast paced environment.
- Candidates must be willing to work evenings and weekends as required.

#### **Salary Range: \$45,000**

The Board may occasionally institute performance incentives (ie; for membership growth, new program development)

To apply for this position, please forward your resumé and cover letter, with references, to Jennie Greencorn via email at [jennie.greencorn@pcwellnesscentre.ca](mailto:jennie.greencorn@pcwellnesscentre.ca) on or before Monday, January 18<sup>th</sup>, 2021 at noon.