



**Newfoundland and Labrador Association of Fire Services
Executive Director
1 Part Time Position**

Competition

The Newfoundland and Labrador Association of Fire Services is currently accepting applications for a part time Executive Director within the Newfoundland and Labrador Association of Fire Services.

Position Overview

This position will work with the Newfoundland and Labrador Association of Fire Services under the direction of the president and the board. The successful applicant must be a dynamic self-motivated individual who can work independently with limited supervision. He / She must have the following skills.

Duties and Responsibilities

- Should possess excellent written and oral communication skills.
- Should have a minimum of 5 years' experience supervising paid and volunteer staff.
- The successful candidate must have the flexibility to work outside of regular hours when requested for conference calls and meetings.
- This is a position where travel maybe required; applicants must hold a valid driver's license and have a reliable vehicle.
- Should have knowledge and experience preparing financial reports, preparing statistical data, developing power point presentations and preparing budgets.
- Knowledge of the fire service, as well as fire department / emergency services administration would be a definite asset.
- Knowledge and experience in strategic planning of conventions, training events, public meetings, projects and business sessions is a requirement for this position.
- Knowledge of web site administration using cms module, social media, and communications systems would be essential to this position.
- Experience using Microsoft Publisher would be a definite asset as the successful candidate will be required to publish the associations Fire News magazine.
- Experience on the Fire Service will be an asset to this position.
- Experience with Microsoft Excel is an asset.
- The successful candidate may also be asked to represent the board at various functions.

Compensation will be stipend based depending on the experience and skills of the successful candidate. The NL Association of Fire Services is an equal opportunity employer. Some training may be provided.

A record of conduct will be requested for those chosen for interviews.

Interested and qualified applications are invited to submit their resume and cover letter on or before Friday, February 22, 2019 to the attention of:

**Human Resource Committee
Newfoundland & Labrador Association of Fire Services
Email: region3director@nlfireservices.com**

Please note: The Newfoundland & Labrador appreciates all applicants for their interest, however, only individuals selected for interviews will be contacted.