



**Newfoundland and Labrador Association of Fire Services  
Expression of Interest  
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 initiative-taking 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.
- 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 reviewing financial reports, reviewing statistical data, developing power point presentations, and reviewing budgets as required.
- Experience in 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.
- Experience using Microsoft Office or equivalent would be a definite asset as the successful candidate will be required to publish the associations Fire News magazine.
- 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.

Interested and qualified applicants are invited to submit their resume and cover letter on or before Friday, November 5, 2021, at 4:30 pm to the attention of:

**Human Resource Committee  
Newfoundland & Labrador Association of Fire Services  
Email: [region3director@nlfireservices.com](mailto:region3director@nlfireservices.com)**

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