



**Position:** Executive Director

**Organization:** Society for Atmosphere Solutions

**Term:** Annual contract of approximately 30 hours monthly, with some seasonal variability

**Compensation:** hourly rate of \$25 - \$30/hr commensurate with experience

## Summary

The Executive Director for the Society for Atmosphere Solutions (SAS), formerly the Sea to Sky and Sunshine Coast Clean Air Societies, provides leadership and support to the SAS team to carry out SAS programs, campaigns and ongoing operations consistent with Board-approved policies, goals and objectives. The Executive Director advances the SAS mission through engaging members, volunteers, partners, funders, contractors and the general public. The Executive Director works with the Board to develop and implement strategies, campaigns and projects, and is responsible directly to the Board President

## Responsibilities include:

- 1. Coordinating the Society for Atmosphere Solutions programs and initiatives**
  - Coordinating the Sunshine Coast / Sea to Sky Wood Stove Exchange Program (WSEP), including coordinating program communications and education efforts; managing rebate distribution; funder relationships and grant administration.
  - Assisting and supporting the Board with other SAS programs such as the air quality monitoring network; climate action initiatives and others, as the budget permits.
  - Supporting and supervising volunteers and contract staff as needed, including: recruitment; screening; hiring and training/orientations.
- 2. Working with the board to develop and implement sustainable funding strategies**
  - Working with the President and Board members to draft annual budget proposals and regular financial planning reports.
  - Identifying grant fund opportunities and preparing proposals to access program and operational funding, including from local government and grant-giving foundations and agencies.
  - Cultivating and maintaining good relationships with funding partners and ensuring contributors are acknowledged.
  - Assisting the Board to organize fundraising events, and coordinating other fund development activities on behalf of the Society.
- 3. Assisting the Board with Communications, Education and Outreach Programs**
  - Acting as primary contact for the Society, including responding to and referring correspondence to appropriate parties.

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- Assisting the Board with communications including: biannual newsletters, website, social media and media releases.
- Attending workshops and meetings on behalf of the Society, including assisting in the delivery of presentations and educational materials, as needed.
- Liaising with the allied environmental organizations including the 2 Degrees Institute, Friends of Howe Sound, the West Coast Climate Action network, and other relevant groups.

#### **4. Assisting the Board in the Day-to-Day Administration of the Society**

- Attending board meetings and the Society's Annual General Meeting as required, including hosting board and committee meetings online.
- Assisting the board in preparing reports and financial statements.
- Preparing and coordinating advertising for local media news outlets.
- Overseeing and maintaining accounts and authorizations including banking, CRA, BC Society Registry, Canada Helps, and service providers (web hosting, etc.).
- Ensuring submission of the annual charitable return and annual BC Society report.
- Ensuring all activities comply with CRA, BC Society Act and any other relevant legislation.

#### **Experience and Qualifications:**

- Experience working in the non-profit/charitable sector (ideally related to environmental protection/human health/climate change) in a leadership and/or project management role. Experience with planning, budgeting, fundraising, and non-profit administration.
- Excellent interpersonal, teamwork, relationship-building and volunteer engagement skills.
- Proven communication skills, including experience developing and presenting campaign materials, reports, funding proposals and public/stakeholder engagement activities.
- Understanding of, and strong interest in environmental issues, especially as they relate to human health, climate change, and sustainability.
- Demonstrated time management and organizational skills. Proven ability to prioritize tasks, and to work independently as well as with a team. Able to respond to communications in a timely manner.
- Have your own telework space/home office, including your own computer, phone, and reliable internet connection. Proficiency in general computer skills including use of word processing, file sharing, social media and communication applications.
- Able to travel between the lower Sunshine Coast and the Sea to Sky Region as needed for events or meetings, as well as participate virtually through web conferencing such as Zoom.

Atmosphere Solutions is committed to the values of equity, diversity and inclusion. We encourage applicants from people of all ethnicities, genders, orientations and abilities, including those from underrepresented groups.

To apply, please send your resume, cover letter, and two reference contacts (name, phone, email) to [info@atmospheresolutions.ca](mailto:info@atmospheresolutions.ca). We thank all applicants for their interest.

Only candidates selected for an interview will be contacted.