



Mission Environmental Stewardship Society Employment Opportunity

Executive Director

Succession & Transition Role

Location: City of Mission, BC – Hybrid: a combination of work-from-home and in-person hours.

Term: Part-time training for 15-20 hours/week for 4 weeks starting in early November.
Transition to full-time Executive Director, 37.5 hours/week, starting early/mid-December.

Compensation: \$26/hr during training period. \$52,300-\$54,000 annual salary as Executive Director, plus 3 weeks paid vacation.

Mission Environmental Stewardship Society is looking for a detail-oriented and self-motivated Executive Director to lead our Society towards continued growth and success. The ideal candidate will possess a strong community mindset, exceptional leadership skills, and experience with volunteer-based or non-profit organizations.

Mission Environmental Stewardship Society (MESS) is a dedicated non-profit organization committed to preventing and removing littered and illegally dumped waste from the streets, parks, trails and waterways in the City of Mission, BC. MESS has been present in the community of Mission since 1994. Through our comprehensive waste diversion and anti-litter programming, MESS coordinates the removal of over 7,000 lbs of littered waste and manages hundreds of volunteers annually.

This position will involve a 4-week initial training period alongside the current Executive Director at part-time hours of 15-20 hours per week, beginning in early November. The successful candidate will then transition to the full-time Executive Director position in December.

This is a highly flexible 37.5-hour-per-week position. Some days will involve administration, including volunteer communication and coordination, marketing, event planning, bookkeeping, etc. Other days involve meeting with volunteers to deliver orientations, presentations to the community, board meetings, events, and other activities. Some evenings and weekends will be required to attend events.

Familiarity with MESS, its programs, and its volunteer operations is preferred but not mandatory.

DESCRIPTION OF DUTIES:

- Oversee the Society's day-to-day operations, including correspondence, bill payments, budgeting, financial record keeping, purchasing, supplies, equipment, and general office administration;
- Manage all volunteer business including recruitment, communication, appreciation efforts, volunteer database, newsletters and handling of equipment;
- Maintain BC Society & Registered Charity Status;
- Manage insurance policies and renewals, WorkSafe BC, etc.;
- Grant writing and reporting and research of funding opportunities;
- Organize monthly Board meetings and Annual General Meetings, including preparing meeting agendas, executive director reports, scheduling, and writing meeting minutes;
- Develop and maintain the Society's annual operational and event calendars, including coordinating programs, events, meetings, and deadlines;
- Oversee the expansion and maintenance of MESS programming, including the MESS School Litter Program, Adopt-a-Block Program, Group Cleanups, Litter Busters Club & Youth Environmental Stewardship Club;
- Organize and coordinate community events, including Mission Earth Fest: Mission's Annual Earth Day Celebration, group cleanups, youth stewardship events, and more;
- Develop and deliver litter awareness and environmental education materials to members of the public (e.g. local service groups) and students within the Mission Public School District;
- Attend community events with an informational booth such as the Fraser Valley Children's Festival, Mission Fest, local markets, and more. When possible, support community events with environmental advising and litter picking;
- Maintain and develop the Society's website and social media presence, including event promotion and community communications;
- Attend bi-monthly meetings with the City of Mission Environmental Charter Advisory Committee;
- Meet with City of Mission staff to address litter and illegal dumping concerns, while serving as a liaison between community volunteers and City staff.

REQUIRED SKILLS & QUALIFICATIONS:

- Demonstrated leadership experience, preferably within a non-profit, community organization, or volunteer-based organization;
- Strong communication, interpersonal, organizational, and time-management skills;
- 2+ years of non-profit organization experience is an asset;
- Experience working with volunteers and community members is an asset;
- Working knowledge of and strong passion for environmental conservation, specifically regarding litter and illegal dumping;
- Grant writing and fundraising experience is an asset;
- Experience in program/project management experience is an asset;

- Event planning experience is an asset;
- Experience working with children and young people is an asset;
- Public speaking experience and ability to presents to groups of up to 60 people;
- Strong computer skills including Microsoft Office Suite (Word, PowerPoint, and Excel), social media, and Meta Business Suite;
- Bookkeeping experience in QuickBooks Online is an asset;
- General office administration experience, including data entry, filing, and record keeping;
- Strong knowledge of the Mission community, natural areas, and conservation efforts;
- Comfortable working in varying weather conditions;
- Valid BC driver's license (Class 5) and access to a reliable vehicle (mileage will be reimbursed). This position requires hauling equipment and program materials to events or schools;
- Comfortable pulling a utility trailer or access to a truck is an asset;
- Ability to pass a criminal record check is mandatory to be able to work with children, seniors and other vulnerable individuals.

Mission Environmental Stewardship Society is fully committed to abiding by all equal opportunity employment standards. Our employment policies strictly prohibit all forms of discrimination. All our employment practices are solely based on individual merit, job requirements and business needs.

TO APPLY:

All those interested in applying, please send your resume and cover letter to info@messociety.ca as a PDF file. All applications must have the subject line: Executive Director Application. This posting will close October 1, 2026, at midnight.

****Please no phone calls. We thank everyone who applies, however, only those who are short-listed for an interview may be contacted. ****