



**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 community mindset and exceptional leadership skills. Experience with volunteer based or non-profit organisations is an asset.

Mission Environmental Stewardship Society (MESS) is a dedicated non-profit organisation committed to preventing and removing littered and illegally dumped waste from the streets, parks, trails and waterways of Mission, BC. MESS has been present in the community of Mission for 30 years. Through comprehensive waste diversion and anti-litter programming, MESS coordinates the removal of over 10,000lbs of littered waste and manages hundreds of volunteers annually.

This position is highly flexible with a 32-hour work week. Some evenings and weekends will be required to attend events. The chosen Executive Director will have the opportunity to hire a contract Program Coordinator to assist them in January 2025. Knowledge of our non-profit society, programs and volunteer experience is preferred but not mandatory. The candidate will work a hybrid position remotely at home, and in person at events or at local schools in Mission, BC.

#### **DUTIES:**

- Manage MESS office including any correspondence, paying of bills, budgeting, maintaining up to date financial records including QuickBooks, buying supplies, purchase & maintenance of equipment, etc.
- Fulfill funding requirements and reporting, research and complete applications for additional funding
- Maintain Societal & Registered Charity Status, insurance policies & renewals, Worksafe BC, GST rebate, etc. Coordinate completion of year end financial statements for reporting.
- Manage all volunteer business including recruitment, communication, appreciation efforts, volunteer database, newsletter & equipment.
- Overseeing advertising including print, social media, and website marketing.
- Organise societal events including Green Living (Mission's annual Earth Day celebration), group cleanups, youth stewardship events, and more.
- Attend community events with an informational booth such as the MAC Children's Festival, Mission Fest, local markets and more. When possible, support events with environmental advising & litter picking.
- Organise monthly Board Meetings & Annual General Meeting. This includes creating agendas, ED reports, scheduling and writing meeting minutes. Maintain updated budget and events calendar for board approval.

- Develop & deliver litter awareness and environmental education materials to both members of the public (ex. local service groups) and students within the Mission Public School District.
- Oversee the expansion & maintenance of MESS programming including the MESS School Litter Challenge, Adopt-a-Block Program, Group Cleanups, Litter Busters Club & Youth Environmental Stewardship Club
- Attend bimonthly meeting with the City of Mission Environmental Charter of Action Committee.
- Manage & oversee the contract of the Program Coordinator to meet societal goals.

**RELEVANT BACKGROUND, EDUCATION, OR WORK EXPERIENCE:**

- Comfortable working outdoors in both sunny & rainy weather.
- Experience working with Microsoft Office Suite including MS Word, PowerPoint, and Excel.
- General office or customer service experience or education including data entry and filing.
- Effective communication and organizational skills.
- Self-motivated and able to work independently.
- Community oriented.
- Strong concern for the environment specifically in regard to litter & illegal dumping.
- Strong knowledge of the Mission community.
- Volunteer experience is preferred but not required.
- Social Media experience & use of META Business Suite is an asset.
- Ability to speak in public to groups of up to 60 people a must.
- Ability to pass a criminal check is mandatory to be able to work with children.
- Must have your own transportation and valid driver's license as we sometimes work in remote areas of Mission that do not have public transportation. Also, this position requires help with hauling equipment & program materials to events or schools.
- Must like & be comfortable working with kids.
- Grant writing experience is an asset.

Starting wage: \$26/hour

*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](mailto:info@messociety.ca) as a PDF file. All applications must have the subject line: Executive Director Application. This posting will close July 25<sup>th</sup>, 2024, at 12pm.**

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