

Executive Director Job Description - Lesser Slave Forest Education Society

The Executive Director will report to the Board of Director of the Lesser Slave Forest Education Society (LSFES). This contract would be based on a one-year agreement between the LSFES and the Executive Director, with a possibility of a multi-year extension. Annual work plans would be approved by the LSFES Board and would define the scope of the project, funding requirements and specific project deliverables each year.

The Executive Director is responsible for the coordination and delivery of the forest education programming in the Lesser Slave Lake region. Much of the work will occur in the Lesser Slave Lake region and will benefit all the communities within that region. However, the LSFES has established itself as experts on forest education programming, and this job may require travel to other regions to showcase this expertise. The executive Director job will include:

- 1. Coordinate and manage operational and program plans for the Society**
 - a. Act as a professional advisor on all aspects of the organizations activities
 - b. Develop annual operational work plans, considering the society's goals and objectives
 - c. Ensure that the operations of the Society meet expectations of board of directors, schools, public, and funders.
 - d. Oversee the efficient and effective day-to-day operation of the organization
 - e. Attend LSFES meetings and provide regular updates on forest education programs to the board of directors.
 - f. Maintain accurate program delivery statistics and contact information for the project.
 - g. Coordinate and manage scholarship opportunities for individuals pursuing studies in forestry, natural resources or environmental sciences.

- 2. Oversee the Society's financial accounts, budgeting and funding opportunities:**
 - a. Provide to the Board annual budgets, current financial information and annual reports
 - b. Develop and support fundraising activities for the Society
 - c. Coordinate the planning and preparation of grant proposals for the Society
 - Responsible for activities required to prepare, submit and manage grant proposals
 - Comply with all grant reporting as required by the donor
 - Maintain records in databases and in paper files, including grant tracking and reporting
 - Track statistics and other activities relevant to the funding project
 - Ensure that all information required for the funding project has been reported.
 - d. Write interim and final reports on Society activities to funding organizations

- 3. Delivery of curriculum-based forest education programs to students and teachers within the Lesser Slave Lake region.**
 - a. Coordination and planning of forest education program requests
 - b. Delivery of forest education programs for kindergarten to post secondary students with the support of other LSFES staff.
 - c. Development of new forest education programs as required.
 - d. Provide additional programming support for the ongoing education and community outreach programs for the LSLBO and LSFES as time and resources allows.
 - e. Share forest education programs and expertise with agencies outside our region as requested and if resources and time permits.
 - f. Promotion and marketing of Lesser Slave region forest education programs and resources.

4. **Delivery of forest education community engagement programs within the Lesser Slave Region**
 - a. Development and delivery of forest education community outreach programs for residents of the Lesser Slave region such as adult programs, workshops, webinars, and community events.
 - b. Provide support for forest community programs being delivered by Lesser Slave Regional Fire Service and LSLBO.
 - c. Ensure that the www.lsfes.org website content is kept accurate and up to date.

5. **Collaborate with our educational partner, the Lesser Slave Lake Bird Observatory Society (LSLBO)**
 - a. Provide support, development and delivery of environmental and forest education programs.
 - b. Sustain funding partnership with the LSLBO and jointly work together to secure funding for joint educators
 - c. Jointly share all resources, material and other items that were acquired equally under this partnership
 - d. To operate under the letter of understanding between the LSLBO and LSFES regarding all joint management projects.
 - e. In collaboration with the LSLBO Executive director, recruit, interview and select staff that have the right technical and personal abilities to help further the Society's objectives
 - f. To co-supervise forest and environmental educators with the LSLBO executive director

6. **Collaboration with FireSmart and Fire Service organizations**
 - a. Regular communication and collaboration with Lesser Slave Regional Fire Services, the FireSmart Crew, and AB Agriculture and Forestry representatives on their plans for FireSmart programs and priorities.
 - b. Provide support for the FireSmart Education programs of these other agencies as required.
 - c. Continue collaboration with FireSmart Canada on education program partnership opportunities.

7. **Coordinate and manage special forest education and community engagement projects such as logger sports, banquets, career fairs, summer camps, forestry week school tours, etc.**

8. **Network with stakeholders in the community to explore sustainability and funding options for the forest education program in the Lesser Slave Lake region.**

Education Requirements: Bachelor of Science or Diploma in Forestry, Environmental Science, Natural Resources or related field is desirable. Depending on experience a Bachelor of Education or Environmental Education would also be considered.

Knowledge and skills required:

- Independent worker who also can work effectively in a team environment.
- Strong Project management skills
- Understanding of Boreal Forest Ecology and the role of wildfires.
- Strong communication skills with all ages and technical abilities
- Experience with delivery of environmental education programs or working with people in a learning environment.
- Excellent public speaking skills
- Strong classroom management skills both in the classroom and the field
- Ability to multitask, manage and complete multiple projects within timelines provided
- Good at prioritizing and managing workloads from various organizations
- Ability to work with and report to an advisory board or committee
- Strong public relation skills to encourage community engagement for groups and individuals
- Enjoys traveling in their job
- Previous experience in applying and receiving grants with various funding organizations