



JOB ANNOUNCEMENT

Executive Director of the Alberta Chapter of The Wildlife Society

The Alberta Chapter of The Wildlife Society (ACTWS) is pleased to announce that we are seeking an Executive Director (ED) to lead our organization. In this exciting position, the successful candidate will interact with a multidisciplinary team of wildlife professionals to advocate for, and advance the conservation of, wildlife and other natural resources in the province.

To facilitate succession and knowledge transfer, the successful candidate's tenure will ideally overlap with the current ED for 1-2 months. Transition details will be negotiated with the successful applicant.

Start Date: As soon as possible

Application Deadline: September 30, 2022

About the Position

This position accommodates a flexible work schedule with an intensity of work that varies throughout the year. Serving up to half-time capacity (to a maximum of 80 hours per month) and reporting to the President, the Executive Director will support the following Chapter objectives:

1. Promote communication among wildlife professionals and between wildlife professionals and the public; and,
2. Promote sound wildlife conservation and management in Alberta.

The ED follows the guidance defined in the [ACTWS Strategic Plan 2021-2026](#).

This is a remote position from anywhere in Alberta, with occasional in-province travel (e.g., the ACTWS annual conference).

The ED is responsible for the following:

Outreach and Communication (approximately 75% of time)

- Develop and pursue novel outreach initiatives to grow the Chapter's profile and contribute to the wildlife profession in Alberta.
- Plan, lead, and/or facilitate public outreach events, both in a virtual and in-person setting. Examples include participation in BioBlitz, hosting expert speakers for public events, and supporting partner outreach events.
- Plan and implement outreach and professional development programs for members and supporters (e.g., webinars, workshops etc.).
- Assist with planning and hosting the annual ACTWS conference. Attendance and participation in organizing this conference is mandatory.
- Communicate with members and supporters on wildlife issues and learning opportunities through the ACTWS website, social media, and newsletter email campaigns (e.g. using MailChimp).
- Follow wildlife issues within the province to identify conservation issues of importance to the Chapter and recommend ways in which the Chapter should be involved.
- Solicit input from the Executive Board and membership to assist the Chapter in providing scientific expertise to decision makers on land and wildlife management decisions.
- Represent the Chapter at various multi-stakeholder meetings and on pertinent external committees.
- Conduct annual membership surveys, potentially in partnership with other Wildlife Society Chapters, to assess member needs and program requests.

Operational Management (approximately 25% of time)

- Communicate regularly with board members and keep them apprised of activities through monthly board meetings.
- Identify and pursue funding/partnership opportunities.
 - The incoming ED will be expected to secure **at least** \$21,000 CAD (50% of their contract wage) from external sources prior to the two-year anniversary of commencement.
- Provide monthly written progress reports to the Executive Board.
- Assist and facilitate the Chapter's volunteer committees as required. The ED may facilitate committee meetings, ensure committee programs fit within the organization's strategic plan, share committee updates with the Executive Board, and other tasks as required to further committee programs.
- Act as the liaison between the Chapter and the Canadian Section of The Wildlife Society and The Wildlife Society.
- Review and provide recommendations to Chapter operational documents, including but not limited to affiliation and partnership agreements with the Canadian Section and The Wildlife Society.
- Create and distribute Annual Reports to the board, funders, and members.
- Other relevant duties as requested by the President or Executive Board.

Required Qualifications and Assets

1. A completed post-secondary diploma or degree in environmental, communications, or wildlife related field (i.e., bachelors or graduate degree, diploma, or other certificate from a post-secondary institution).
2. Strong connection to private, public, and academic professionals in the wildlife field in Alberta and beyond.
3. Previous employment within the environmental or wildlife profession in Alberta.
4. Awareness of environmental/wildlife funding agencies and opportunities in Alberta is considered an asset.
5. Previous experience raising funds for non-profit organizations is considered an asset.
6. Excellent organizational skills. Some experience organizing and leading volunteers is an asset.
7. Knowledge and awareness of Alberta-related wildlife conservation issues, policy and legislation.
8. Ability to communicate effectively via written and oral media, including formal letters, emails, and social media platforms.
9. Familiarity with The Wildlife Society structure, including the Canadian Section and provincial Chapters throughout the country.

Remuneration/Perks

This is a part time position is based on a maximum of 80 hours per month up to a maximum of \$3500 per month (\$42,000 per year). The ED also receives complimentary membership to the provincial chapter and parent society.

About the ACTWS

The ACTWS is a non-profit organization governed by a volunteer board and coordinated by an executive director. We exist to serve our membership, fostering collaboration, innovation, and professional excellence in the field of wildlife science and management. As part of TWS, we are committed to addressing provincial issues that affect the current and future status of Alberta's wildlife and their habitats. Our role is to represent wildlife and our profession to ensure that the policy and development decisions consider wildlife and habitat by incorporating robust science that is presented in an objective, competent, and transparent manner. We also help define the value and benefit of wildlife for society.

We have three programs central to our operations:

1. **Our wildlife community.** We advance wildlife and habitat conservation in Alberta by bringing wildlife students, professionals, and enthusiasts together.
2. **Membership enhancement.** We support and empower ACTWS members through diverse member services and student support programs.
3. **Wildlife science and management.** We promote the application of robust science in wildlife and habitat-related decision making.

The ACTWS values the diversity of voices, perspectives, and experiences that contribute to wildlife management and conservation in Alberta. The challenges facing Alberta wildlife are complex, but through collaboration, respect, and reciprocity we implement programs that meet a broad suite of objectives.

HOW TO APPLY

Please submit a cover letter, resume, and names and contact information for three references as a single .pdf to Dr. Sarah Elmeligi, Executive Director of the Alberta Chapter of The Wildlife Society, at execdirector@actws.ca.

Application Deadline: September 30, 2022

While ACTWS appreciates all applications received, only individuals selected for an interview will be contacted.