

## **St Mary's River Association Interpretive Centre Manager Job Posting**

The St. Mary's River Association is hiring a manager for a seasonal position (May 1 to Sept 30, 2019) reporting to the Board of Directors. We are a non-profit organization located in Sherbrooke, NS whose mission it is to enhance, protect and promote the St. Mary's River shed with our partners.

**Please note this job is for one summer, to replace our IC Manager who is on maternity leave.**

Responsibilities will include (but not limited to):

- Day to day operation of the Interpretive Centre & Office including the centre opening & closing day preparation & activities; must be able to work weekends
- Maintain and update all interpretive centre records including Canada Revenue Agency filings, funders reports and Registry of Joint Stocks
- Summer Student Scheduling and Supervision
- Develop and deliver summer programs
- Coordinate & prepare for monthly board meetings, and other association meetings (such as the AGM)
- Daily Point Of Sale activity and bank deposit preparation
- Gift Shop Operation and Dinner/Auction Yard Sale fund raisers
- Interpretive Centre promotion using social media
- Present Monthly operations report to the Board
- Other duties as required

The ideal candidate will have the following qualifications:

### Knowledge

- A knowledge of the local area, with a specific knowledge of the St. Mary's Watershed including the past salmon fishery and local fishing opportunities
- Social media platforms and how they can be used in a business setting
- Basic knowledge of accounting standards and principles
- A number of years of experience in a similar setting

### Organization Skills

- Keep detailed and structured records, with easy access to files for directors
- Manage schedules using available resources
- Able to work independently with minimum supervision, prioritize tasks, and meet deadlines

### People Skills

- Excellent interpersonal skills with an ability to interact with individuals from various agencies and the public at large
- Supervisory experience

- Prepare and deliver presentations to the board, to community groups and tourism partners

#### Technical Skills

- MS Suite of programs: WORD, EXCEL, PowerPoint, Publisher and Access
- Written reporting for funding partners in the requested format
- Posting videos, pictures on social media sites such as Facebook, Twitter, and Instagram and so on.

Please apply by emailing your cover letter and resume to [stmarysriver@ns.sympatico.ca](mailto:stmarysriver@ns.sympatico.ca) by April 15, 2019. For your reference, a job description can be found on the association's web site home page.

We thank all that apply, but only those candidates selected for interviews will be contacted.