

GENERAL MANAGER

BRITISH COLUMBIA GROUND WATER ASSOCIATION



The BCGWA is a not-for profit society whose mission is to provide professional and technical leadership in the advancement of the groundwater industry and the protection, promotion, and responsible development of groundwater resources in BC.

The BCGWA is seeking to fill the position of General Manager starting in September 2018.

The requirements for the position are as follows:

- Ideally be a senior trade's person in the groundwater industry or groundwater professional;
- Post-secondary school educational training would be an asset;
- Possess good communications skills in written and spoken form;
- Have worked in the groundwater industry during one's career.

Position Description:

- Be responsible for the overall business and communications management of a 300 member industry association;
- Work with the Executive Secretary on business, financial matters and organisation of the annual convention and Trade Show and fall regional meetings;
- Regular liaison with the BCGWA Executive and Board of Directors;
- Communicate regularly and meet with provincial government staff
- Meet and be actively involved with other provincial technical and business associations;
- Regularly organize and chair meetings within and outside the BCGWA.

Position Workload Time Commitment (Based on last 5 year averages):

Time commitment between 400 – 600 hours per year;

Workload will vary from month to month – busiest months are generally January/February and October/November, slowest months July/August. Approximate monthly hours for busiest months is 80 and slowest months is 20. Special events or projects may increase hours from those shown.

Salary Conditions:

Salary will be on a straight hourly rate basis for hours worked under conditions negotiated with the BCGWA Executive. Based on the last 5 year average the annual salary would be approximately \$30,000.

Note:

This position is suited to someone who is retired, semi-retired or working part time elsewhere. It is not suitable for a person currently working full time elsewhere.

Deadline:

Please submit your resume and cover letter to general-manager@bcgwa.org, **before June 30, 2018**. Call 778-984-1223 or 604-980-1223 for more info.