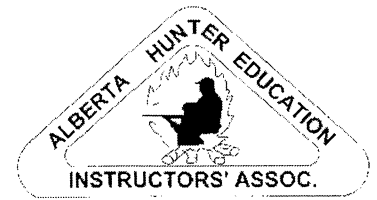




ALBERTA HUNTER EDUCATION INSTRUCTORS' ASSOCIATION

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Calgary, Alberta T2W 0R8
Tel: (403) 252-8474 Fax: (403) 252-3770
1-866-85-AHEIA
info@aheia.com www.aheia.com



Job Posting

Executive Director

The person will work closely with the association president to meet all short and long term goals and will be required to liaise with government agencies and other involved parties regarding properties and programs under control of the association. They will also work with all AHEIA staff to ensure volunteer instructors needs are being met regarding recruitment, training and certification in all Conservation Education program elements. They will have an active role in fundraising and be required to manage donor relationships.

Other specific responsibilities will include:

- Assisting in the search for a suitable location/property in the Edmonton Area for the relocation of the Edmonton AHEIA office.
- Editorial management of the quarterly AHEIA magazine, including managing content and advertising
- Work with delivery staff to identify and develop opportunities for program and constituent growth
- Co-ordination of numerous special functions such as sportsmen's show, seminars camps, etc

Compensation:

Employment is based on an annual basis and commensurate with experience.

Applications:

For more information or to apply, email:

Robert Gruszecki, President
Alberta Hunter Education Instructors' Association
E-mail: Robert_gruszecki@ezpost.com