

Job Description: Executive Director **Regina Public Interest Research Group**

The Regina Public Interest Research Group (RPIRG) is a student-run, student-funded non-profit organization dedicated to community-based research, education, action and awareness on social and environmental justice issues. RPIRG exists to provide its members with the resources to be active citizens on the University of Regina campus and in the greater community. RPIRG has been in operation since 2007. For more information, visit our website: www.rpirg.org.

The Executive Director manages and oversees all the operations of the organization. The Executive Director supervises and works in collaboration with the Outreach and Events Coordinator, and various other contract/seasonal staff positions. The ideal candidate would have ties to Regina's activist community and experience working with non-profits. The Executive Director will work with a volunteer Board of Directors, and is accountable to them. Together they will establish and update the policies and direction of the organization on an ongoing basis. This will require an understanding of governance and campus life, and the flexibility to work with university students.

Responsibilities:

- Acting in a leadership role by providing organizational support, guidance, and training to the volunteer student Board of Directors.
- Facilitating regular board meetings and committee meetings, and participating fully in the consensus decision making process.
- Managing day-to-day operations of the organization and compliance with the Non-Profit Corporations Act.
- Managing the accounting and finances of the organization, including: annual budgeting, managing the audit process, bi-weekly payroll, monthly remittances, staff payroll, etc.
- Human Resources duties, including hiring, training, supervising and evaluating staff.
- Working with board and staff to allocate funds for student-led Working Groups and projects or events.
- Working in tandem with the Outreach and Events Coordinator to host a summer camp, an annual conference, the Annual General Meeting, and various other events and projects during the year.
- Acting as an ambassador for RPIRG and assuming an active role in RPIRG, campus, and community events
- Maintaining and strengthening relationships with all on-campus groups.
- Participating in the public relations, outreach, and communication roles for the whole organization, including updating web content, being present at funded events, and working with the media.
- Fostering student activism!

Requirements:

Knowledge of:

- Public interest issues relevant to students and/or the community of Regina
- Non-profit management (familiarity with the Non-Profits Act is a benefit)
- Event and project coordination
- Human resources – including hiring, training, and managing staff
- Financial management in a non-profit setting
- Non-profit office management
- Working with a Board of Directors

Skills/Abilities:

- A combination of appropriate education and applicable experience.
- Self-motivation with the ability to work unsupervised.
- Ability to work as a team member and to foster leadership and participation in other.
- Excellent oral and written skills.
- Computer skills (website management, Microsoft programs).

Contract Period: This is a permanent contract that will start on June 19, 2017, with some availability beforehand required for training

Hours of Work: 30-35 hours per week (negotiable)

Remuneration: The starting salary range is \$37,000-\$41,000 per year based on qualifications

Reports to: Reports to and accepts direction from the Board of Directors

Deadline to Apply: Friday, May 12, 2017 at 12:00AM

To Apply: Please send your cover letter and resume to info@rpirg.org