



Currently seeking
Executive Director / Program Manager
Grande Prairie, Alberta

Reporting directly to the PAZA Chairperson and Board of Directors, the Executive Director is responsible for advancing the interests of PAZA and ensuring PAZAs continued achievement of its mission and objectives. The Executive Director oversees the implementation and operation of the monitoring program and network to ensure valuable scientifically defensible air quality data. It is the Executive Director's position to inform the board and funding stakeholders of activities, condition of the society and important influencing factors. The successful individual will represent PAZA interests to all levels of government, the public, industry and other organizations.

The position requires environmental understanding and experience, including air quality issues and air monitoring technology with a background, diploma or degree in Environmental or related Science.

Additional Qualifications/Skills:

- Strong management and leadership skills including meeting facilitation.
- Experience with consensus decision making.
- Must possess a high degree of initiative and self-motivation; able to independently initiate and achieve results within scope, with minimal supervision.
- Ability to learn processes quickly.
- Ability to analyze air quality data for trends and variances.
- Strong written, analytical and problem solving skills.
- Technical writing skills.
- Communicate complex concepts clearly to a variety of audiences.
- Experience with budget development & securing funding.
- Limited overnight travel within the Province of Alberta may be required.
- Ability to recruit and manage administration and network contractor(s).
- Preference will be given to those who are present in the Peace Region area.
- Must hold a valid vehicle operator's license and be able to drive within the regional area. Mileage will be reimbursed.

This is a contracted position varying between 100-120 hours per month. Compensation will be offered based on candidate's qualifications and skills.

PAZA is a multi-stakeholder group. Its mission is to operate a regional network to monitor and report credible and comprehensive ambient air quality information. Interested parties may seek more information on society activities at: www.paza.ca.

Candidates selected for interview will provide a written submission (maximum of 1 page) outlining the work of PAZA and what you find most interesting or challenging.

Interested parties are invited to submit a resume no later than 4:00 p.m. on Monday, July 22, 2013 via e-mail to shelly@paza.ca. Inquiries may be made via email.

Contact information:
Peace Airshed Zone Association
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www.paza.ca