Currently seeking

**Sustainability Manager**

Grande Prairie, Alberta

Reporting directly to the PAZA Chairperson and Board of Directors, the Sustainability Manager is responsible for advancing the interests of PAZA and ensuring PAZA’s continued achievement of its mission and objectives. This position is a key factor in the success of PAZA. The Sustainability Manager oversees the development of the Society’s Strategic Plan and is a critical determinant in the long term survival of the organization. It is the Sustainability Manager’s responsibility to inform the Board and funding stakeholders of important influencing factors. The successful individual will represent PAZA interests to all levels of government, the public, industry and other organizations.

The Sustainability Manager position requires an individual with experience working on policy and stakeholder engagement at a provincial level, as well as setting strategic direction for the sustainability of an organization.

**Additional Qualifications/Skills:**

* Strong strategic planning skills.
* Strong leadership and management 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.
* Strong written, analytical and problem solving skills.
* Excellent written and oral communication 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.
* 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 of 25 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 Friday, April 25, 2014 via e-mail to elizabeth@paza.ca. Inquiries may be made via email.

Contact information:

Peace Airshed Zone Association

Post Office Box 21135

Grande Prairie, Alberta T8V 6W7

Email: elizabeth@paza.ca

www.paza.ca