



Canadian Risk and Hazards
(Knowledge and Practice)
Network

Réseau canadien d'étude
des risques et dangers
(connaissances et pratiques)

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<http://www.crhnet.ca/>

Executive Director Position

CRHNet is a not-for-profit organization that was established in 2003 in response to a growing demand to promote and strengthen disaster risk reduction and emergency management in Canada. It creates an environment in which hazards research, education and emergency management practitioner communities can effectively share knowledge and innovative approaches that reduce disaster vulnerability.

The Executive Director supports the CRHNet Board in achieving the organization's goals and objectives.

Job Requirements

You have strong personal service skills and are team focused and comfortable working with a Board of up to 15 people and at least 10 Standing Committees. While assisting and reporting to the CRHNet Board through its President, you thrive working in an independent working environment, are self-motivated, where can use your own initiative. You also possess leadership and have solid experience/skills working in academic or non-for-profit sectors. You have change management skills and are flexible, are a good listener, have good communication and telephone skills and are focused on providing support.

The Executive Director will provide ongoing support to the CRHNet Board in several key areas:

- **Support to the CRHNet Board and Standing Committees**

The incumbent will support the Board and Standing Committee Chairs in preparing for meetings and related activities as well as tracking and carrying out any appropriate action items arising from meetings and consultations.

- **Annual CRHNet Symposium**

Working closely with the Symposium Steering and Symposium Program Committees, and with an event management service if in place, provide support and administration services as required.

- **External Engagement**

The incumbent will provide administration support for recruitment initiatives and membership engagement; assist the volunteer web master in maintaining the currency of the site; liaise with the Editor and editorial team to support the development of two annual publications of HazNet.

The incumbent may act as the public face of the Association at events (e.g., conferences or other Associations' meetings) or through phone and electronic contact (e.g., Email and social media).

Qualifications

- Undergraduate degree or equivalent; preference will be given to those with a degree in emergency/disaster-related fields, communication, or policy development.
- Four years recent and related experience in an academic and/or not-for-profit sector with strong administrative and organizational skills. An equivalent combination of education, training and experience may be considered.
- Computer skills and experience with relevant software applications such as Microsoft Office Word, Excel, Outlook, Internet and databases.
- Ability to communicate efficiently and effectively both verbally and in writing. Preference will be given to candidates who are proficient in English and French.
- Organizational skills, with proven abilities to prioritize multiple demands.
- Basic financial/operational management skills (i.e., able to track memberships).
- Ability to work independently and collaboratively, meet deadlines and take initiative.
- Ability to establish and maintain effective working relationships with colleagues and management staff.
- Critical thinking skills along with good analytical and problem-solving skills.
- Ability to locate CRHNet-related topics or information.
- Experience updating and working with websites is an asset,

Competencies

- Results focused
- Teamwork and Cooperation
- Planning, Organizing and Co-ordinating
- Communication
- Comprehension of complex documents and analysis

Working Conditions

The incumbent will be working as a contractor and should be willing to work out of a home office and have access to Internet services. A CRHNet owned computer and relevant software is provided. It is expected that fulfilling the required duties will initially require approximately 10 hours spread throughout the week. The incumbent is required to attend some teleconference meetings during regular business hours. In addition, because of the national exposure of the

incumbent (and the Board), the incumbent is likely to be contacted outside of regular work hours.

The contractor will be a Canadian resident and will be responsible for declaring income from this contract and for paying all other contributions and deductions required by law and acknowledges that CRHNet will not withhold income tax or any other statutory deductions. After one year of service, the incumbent will undergo a performance review.

The contractor will be compensated for approved travel expenses in accordance with CRHNet's travel policy.

To Make Application:

1. Please provide a cover letter, resume and the names and emails of 3 referees
2. Submit your application to Dr. Brenda Murphy, bmurphy@wlu.ca
3. To be considered in the initial round of applicant reviews, please submit your application **by September 12, 2017**.
4. We will continue to review applications until the position is filled.