



## JOB POSTING

### SENIOR MANAGER

The British Columbia Search and Rescue Association (BCSARA) is hiring! This is an opportunity to join the association during an exciting time of change moving into a fully sustainable funding and support model for Ground Search and Rescue (GSAR) in the province.

BCSARA represents the recognized 80 GSAR Groups and their 2,500 volunteer members who work with police, ambulance, and other responsible agencies in carrying out searches and technical rescues to save lives. Our board consists of 12 volunteer Regional Directors, agency representatives, executive, and Directors at large. Our mandate includes providing advice to the provincial government on GSAR, educating the public on outdoor safety through the AdventureSmart programs, working closely with Emergency Management B.C. on safety and training for the volunteers, and providing other supports including Critical Incident Stress Management (CISM) education and interventions.

The Senior Manager is a key position responsible for managing the day to day operations of the association including supervising subordinate staff, establishing and managing an asset management system, ensuring financial and other policies are complied with, acting as a primary point of contact for the association, organizing events for the board, and developing annual and other reports. Qualifications are:

- five years of experience in a non-profit environment in a leadership position (paid or volunteer) or equivalency
- Demonstrate good judgment, flexibility and patience; exercise discretion in dealing with confidential and sensitive matters.
- Experience developing and leading strategic plans, tracking action items, and reporting on results.
- Excellent event planning and logistics coordination and oversight skills.
- Ability to prioritize tasks and work accurately under deadlines and the pressure of a fast-paced work environment.
- Familiarity with the world of search and rescue.
- Strong writing and editing skills.
- Computer literacy required, including MS Office Suite skills.
- Excellent inter-personal communications skills, diplomacy and discretion.
- Team player with the capacity to be resourceful and flexible

**Hours of work:** the standard work week is 35 hours and additional evening and weekends as needed to accommodate activities such as Board meetings and workshops.

**Travel:** will be required for 2-3 in-person board meetings a year plus additional workshops. Travel including personal vehicle mileage will be reimbursed for work related activities.

**Location:** The BCSARA office will be located within the Greater Victoria area.

**Compensation:** salary to be negotiated based on experience up to \$80,000 per annum plus a percentage in lieu of benefits.

**More information:** including the job description on this exciting opportunity go to <https://www.bcsara.com/projects/>, more information on the BCSARA and the GSAR service in B.C. can be found at [www.bcsara.com](http://www.bcsara.com).

**Applications:** must be submitted as a single PDF document attached to an email sent to [sarsupport@bcsara.com](mailto:sarsupport@bcsara.com) by 4:30pm on June 28 2019. Only those applicants chosen for an interview will be contacted. Applications must clearly outline how the applicant's education, experience, and skills meet the qualifications for the position. Contact information for 3 past work references must be included. Generic resumes maybe included in the application as well.