



Synchro Swim

Invites self-motivated individuals to explore a unique employment opportunity!

Executive Director – Term Position

The successful candidate will provide leadership for SSM supporting member needs and helping to achieve their goals. The Executive Director will build value for members through administration, policy, communication, marketing and other services liaising with sport associations to bring current and future changes into the province, and empowering volunteers through effective governance and strategy.

The term position is a 10-12 month contract part-time position (17.5 hours per week) starting May 15, 2010 to cover a maternity leave with the following responsibilities:

- Office Administration
- Preparing documents for and attending board/general meetings.
- Coordinate and administer meetings, seminars and special events.
- Coordination of programs and services offered by the associations.
- Ensuring the maintenance of office equipment.
- Applying for annual and ad-hoc funding provided by Sport Manitoba and other sporting bodies.
- Ensuring the maintenance and inventory of sporting equipment
- Establishing and maintaining an efficient communication network within the Provincial office and between the Provincial office and other associated provincial and national organizations including Synchro Canada.
- Assisting in Accounting practices and procedures to ensure that accurate financial records are maintained as well as budgetary controls including general book keeping, including invoicing and the preparation of monthly financial statements
- Other miscellaneous duties as required in support of the sport

Please send your resume and cover letter on or before March 18, 2010 to the address below. Only those selected for interviews will be contacted. Applications are accepted from all qualified parties and are encouraged from women, aboriginal people, people with disabilities, and visible minorities.

Synchro Swim
C/O Executive Committee
145 Pacific Avenue
Winnipeg, Manitoba
R3B 2Z6