



## **Executive Director, Manitoba Artistic Swimming Part-time, Permanent Position**

Manitoba Artistic Swimming (MAS) is currently seeking an Executive Director. This is a permanent, part-time position (20 hours per week), ideally with a start date of February 1, 2020 or earlier.

MAS is a non-profit, volunteer-based, provincial organization responsible for promoting and developing all aspects of the sport of Artistic Swimming in Manitoba. The successful candidate will provide leadership and support for MAS, helping us to achieve our goals through effective administration, policy development, communication, marketing and other services. Our ED will empower our volunteers through effective governance, and will liaise with other sport associations at the provincial and national levels to be an effective advocate of our sport and to help us to incorporate new practices and ideas to best advantage. This is an exciting opportunity to work in a flexible environment with dedicated volunteers, coaches and officials who are passionate about the sport of artistic swimming.

### **Qualifications:**

- A minimum of high school completion is required. A bachelor degree in recreation, sport administration, commerce, business administration or other related degree is preferred.
- A background in sport (as an athlete or a coach) is preferred.
- Experience delivering service to a client group and providing administrative support is required. At least one year of workplace experience in a non-profit organization is preferred.

### **Attributes:**

- Excellent written and verbal communication skills.
- Flexibility and willingness to adapt to changing roles.
- Self-motivated and able to work independently; as well as able to work collaboratively and as a team player.
- Must not have an affiliation with an artistic swimming club (effective the first date of employment as MAS ED).
- Must be willing and able to work outside of normal business hours if necessary.
- As a condition on employment, the applicant must be able to provide a recent Criminal Record Check & Child Abuse Registry Check

To apply, please email your cover letter (including salary expectations) and resume (including the names of two individuals who can provide a reference) to Désirée Vanderwel, President, Manitoba Artistic Swimming at [President@synchronmb.ca](mailto:President@synchronmb.ca) before 4:00 pm on Monday, January 6, 2020.

All applications will be acknowledged with our appreciation for your interest in our position; only applicants selected for interviews will be contacted further.