



The Canadian Home Builders' Association of Northern BC is one association representing the residential construction industry and serving our members at three levels. Our focus is to provide our members with the opportunities to have their voices heard by government, make business contacts, stay informed and build recognition with consumers.

Are you a proven administrator with a passion for the work we do in Northern BC?

We are seeking to fill the role of an:

EXECUTIVE OFFICER (Full-Time Hybrid)

With lots of benefits...

- Partial hybrid work schedule option
- Vehicle allowance: \$500/month and paid cell phone
- Two weeks paid vacation, and paid time off between Christmas and New Year's (office closure)
- Health and Benefits Package
- Bonus incentive to increase membership
- Opportunity for professional development
- Salary starting at \$60,000

In this leadership role, you will report to the Board of Directors and be responsible for the management and day-to-day operations, in accordance with the direction and policies, established by the Board. You will provide advice to the Board as it carries out its governance functions.

Preferred Qualifications include:

- Minimum of 3 – 5 years of management experience in the membership or trade association environment.
- Bachelor's degree or equivalent education, training and experience.
- Excellent written and oral communication skills.
- Previous experience working with Boards.
- A strong understanding of, accounting, financing, strategic planning, and budget preparation.
- Self-directed with strong problem-solving abilities.
- A proven team player with outstanding inter-personal communication skills (verbal and written); able to collaborate and engage internal/external stakeholders.
- Event / planning and management.
- Superior time management and organization skills, with the ability to manage multiple priorities simultaneously.
- High degree of proficiency in Microsoft Office Suite and fundraising database tools; research skills.
- Creativity and innovation to identify and develop new opportunities and revenue sources.
- Class 5 Driver License.
- Ability to work occasional evenings and weekends to attend meetings and events.
- Travel is required a couple of times per year.
- Criminal Record Check required.

Additional information and a detailed job description can be found on our website

<https://www.chbanorthernbc.ca/>

To apply for this position please submit a resume, and cover letter by **October 18, 2024** to:

Diane Bourret, 3 Green Lights email: diane@3greenlights.ca