



#### MINIMUM QUALIFICATIONS:

- Post-secondary degree, diploma, or certificate in Business Administration, Accounting, Marketing, or equivalent (a combination of education and significant experience will also receive consideration);
- Demonstrated experience working with *Microsoft Office*, including *Outlook*, *Word*, *Excel*, and *PowerPoint* (or equivalent);
- Demonstration of strong written and verbal communication skills (English);
- Demonstration of accounting and bookkeeping skills;
- Demonstration of excellent organizational skills and the ability to prioritize tasks to meet deadlines;
- Excellent interpersonal and dispute resolution skills.

#### ASSETS:

- Experience with not-for-profit organizations;
- General knowledge of the profession of landscape architecture;
- General knowledge of professional ethics;
- Working knowledge of website maintenance and operation;
- Working knowledge of social media platforms, including *Facebook*, *Twitter*, and *Instagram*;
- Working knowledge of *QuickBooks* (or equivalent);
- Fluency in French.

#### ADDITIONAL INFORMATION:

- MALA Website: <http://www.mala.net/index.php>
- Ideally, the successful candidate will receive 3 to 6 months training under the guidance of the outgoing ED to ensure a smooth and successful transition for MALA.
- This is a part-time contract position with no benefits. The successful candidate will enter into a renewable two-year agreement with MALA, with a 6-month probation period.
- The current MALA Office is maintained in the residence of the current ED and this is the preferred arrangement, although specifics are negotiable.
- The current ED uses her own personal computer, with a subscription to *Microsoft Office for Business* paid for by MALA. This arrangement is negotiable.

#### **APPLY IN WRITING WITH RÉSUMÉ AND COVER LETTER, INCLUDING THREE (3) PROFESSIONAL REFERENCES TO:**

Manitoba Association of Landscape Architects  
Executive Director Search  
131 Callum Crescent  
Winnipeg, Manitoba  
R2G 2C7

Email: [mala@mala.net](mailto:mala@mala.net)

Fax: (204)-668-5662

Closing date: March 31, 2018

Starting date: Flexible

*MALA thanks all applicants and advises that **only those selected for further consideration will be contacted.***