

**Executive Director/Administrator  
North Bay Heritage Gardeners  
100 Ferguson St.  
North Bay, ON P1B 1W8**

**Job Description:**

Under the direction of the Board of Directors, the Executive Director/Administrator is responsible for executing the activities of the Heritage Gardeners organization. The focus of the position is to actively represent the Board, recruit, manage and retain new and current volunteers and staff.

**Key Duties and Responsibilities:**

- Report to the Chair (or Co-Chairs) of Executive Board for Heritage North Bay.
- Represent the Board in the daily operations involving funders, gardeners, staff, and Heritage North Bay.
- Provide administrative support to all Heritage Gardener committees and sub-committees.
- Recruit new candidates for volunteer work.
- Schedule and follow-up with new and existing volunteers.
- Provide regular and ongoing orientation and training for all volunteers.
- Coordinate and assist team leaders and gardeners, office volunteers, Executive Board, and all sub-committees.
- Ensure appropriate safety standards and procedures are met and followed by all volunteers and staff of the Heritage Gardeners.
- Develop training manuals as required.
- Inform volunteers about duties and organizational activities through orientation sessions, emails, and phone calls.
- Coordinate and edit the writing of the Heritage Gardeners newsletter to be published at a minimum of bi-monthly.
- Coordinate the annual gardeners volunteer appreciation as directed by the Heritage Gardener Executive Committee.
- Maintain and update manuals, files, and volunteer data.
- Work to promote the Heritage Gardeners and all activities through media releases and social media.
- Liaise with the City of North Bay's Parks and Recreation staff.
- Prepare and administer budgets, financial transactions, and funding applications.
- Other responsibilities as may be directed by the Heritage Gardeners Board of Directors and their sub-committees.

**Qualifications:**

- Degree or diploma in a business and/or management program or a combination of experience and education as required to meet the fundamental competencies of the position.
- Experience and /or knowledge at a core level of perennial gardening including plants, soil conditions, mulch, and maintenance.
- Proven skills in IT administration.
- Meticulous record keeping skills
- Strong interpersonal skills
- **Application Deadline:** October 11, 2022

**Please mail or email applications to:** Heritage Gardeners, 100 Ferguson St., North Bay, ON P1B 1W8 **or to:** [nbhgjobs@heritagenorthbay.com](mailto:nbhgjobs@heritagenorthbay.com)