



Contract Services- Executive Director

Prince Edward County Winegrowers Association (PECWA) is a non- profit organization with the mandate of promoting local grape growing and winemaking. PECWA is in need to hire an Executive Director on a contract services basis.

The Executive Director will be responsible for contributing to the successful leadership and management of the Association according to the strategic direction set by the Board of Directors, the scope of work includes:

- Operations management
- Event management
- Social media programming
- Community relations/ advocacy
- Financial planning/ fund development
- Volunteer management
- Risk management

Qualifications:

- Minimum 5 + years' experience in a hospitality/ industry related field
- Post-secondary completion in a related field
- Social media/ marketing experience
- Management experience
- Proficient in Word Press/ Excel/ Word

Additional Information:

- Start date- April 1st, 2017
- Rate of pay- \$20/ hour. Hours range from 20-40 hrs/ week

Please submit your cover letter, resume and references to PECWA's Vice Chair Maggie Belcastro at Maggie@grangeofprinceedward.com. Deadline to apply by is March 7th, 2017.